

CITY OF VENTURA, CALIFORNIA

ADOPTED BUDGET

FY 2022-23



JUNE 13, 2022

ADOPTED BUDGET
FY 2022-23



CITY COUNCIL

Sofia Rubalcava	Mayor - District 1
Joe Schroeder	Deputy Mayor - District 7
Lorrie Brown	Councilmember - District 6
Jim Friedman	Councilmember - District 5
Doug Halter	Councilmember - District 2
Mike Johnson	Councilmember - District 3
Jeannette Sanchez-Palacios	Councilmember - District 4

BUDGET BOOK TEAM

Michael Coon	Chief Financial Officer
Greg Morley	Assistant Chief Financial Officer
Pam Townsend	Financial Services Manager
Darrell Brumley	Senior Financial Analyst
Jennifer Alarcon	Senior Financial Analyst
Sandra Repede	Senior Financial Analyst
Paul Fields	Financial Analyst
Yvonne Velasco	Digital Publishing Supervisor
Pete Graves	Graphics Specialist II

EXECUTIVE TEAM

Alex D. McIntyre	City Manager
Akbar Alikhan	Assistant City Manager
Barry Fisher	Deputy City Manager
Michael Coon	Chief Financial Officer
Andy Heglund	City Attorney
Michael B. McDonald	City Clerk
Peter Gilli	Community Development Director
Mitchell Cameron	Chief Technology Officer
David Endaya	Fire Chief
Danielle Keys	Human Resources Director
Nancy O'Connor	Parks & Recreation Director
Darin Schindler	Police Chief
Phil Nelson	Public Works Director
Gina Dorrington	Ventura Water General Manager

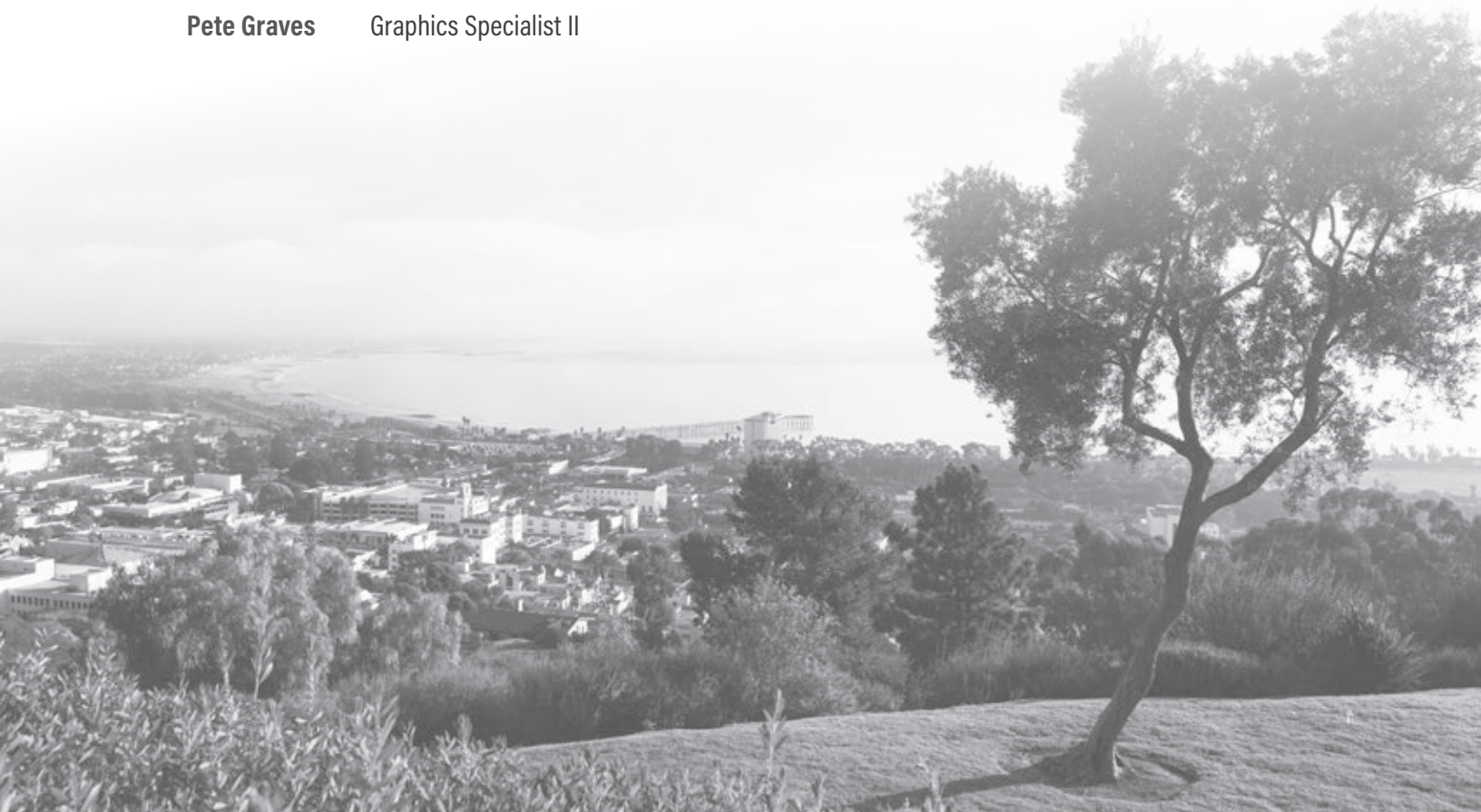
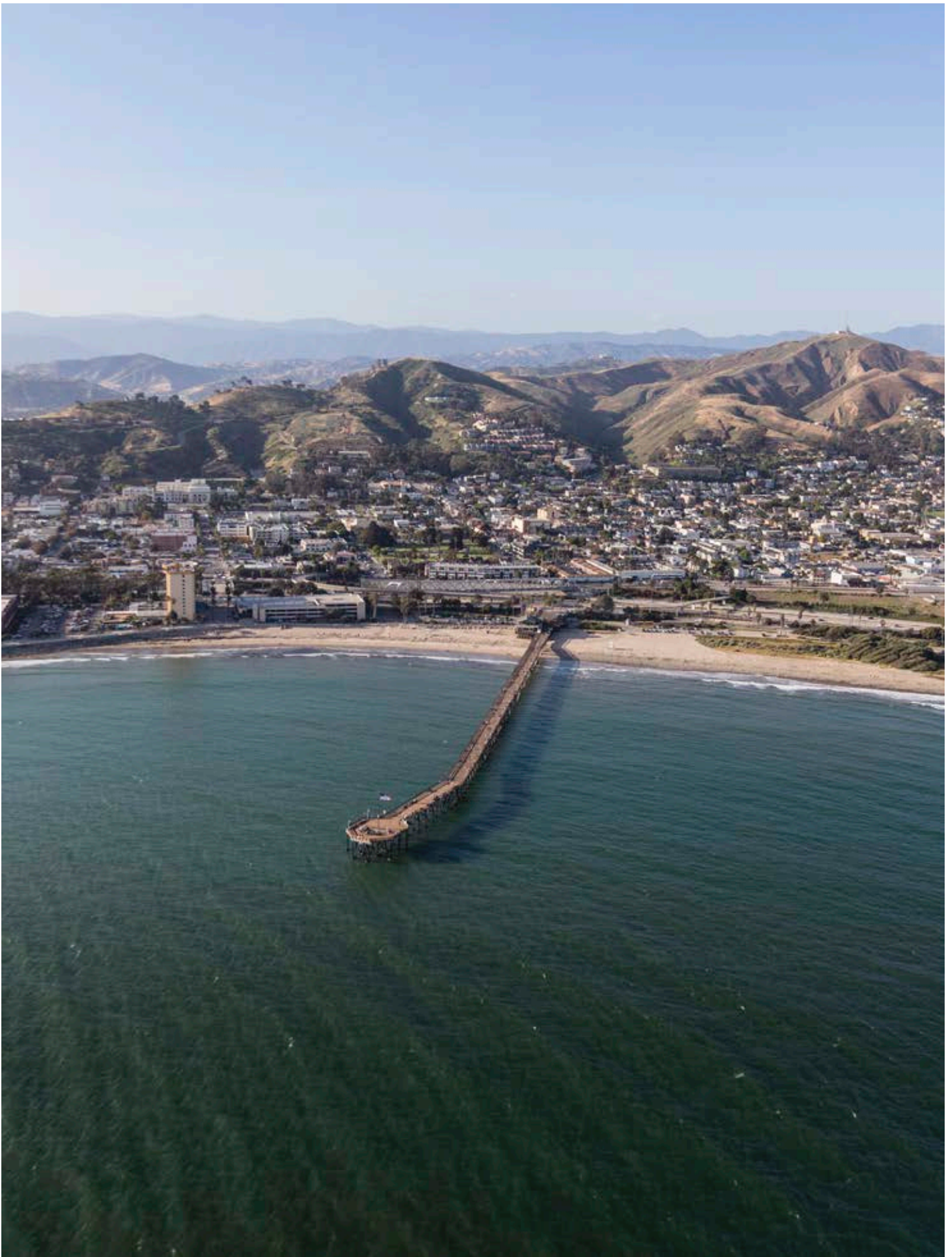


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The budget is intended to address many different audiences, both internally and externally. It serves as a policy document, financial plan, operational guide, and a communication device. It has been formatted to enhance readability and provide users with extractable sections that can stand on their own. The document is intended to reflect the emphasis that the City of Ventura (San Buenaventura) places on excellent services delivered in an efficient, respectful, and courteous manner. These services are intended to enhance and protect the quality of life that Ventura citizens have enjoyed and have come to expect.

City Overview section provides background and historical information about Ventura. It also provides statistical community information, such as population and demographics.

Budget Discussion section provides information on citywide funds. Here you will find detailed revenue projections and planned expenditures for the citywide budget as well as specifics for the General Fund. The tables include summary financial data with sources and uses of funds.

Individual Fund Summaries section provides the viewer with a look at the fund structure in the City of Ventura. The section provides trended information about the activity in each fund with summary data for five budget periods: three prior year actuals, prior year adopted, and current year adopted. There is a summary of budget changes by fund, an estimate of fund balance, and a summary of revenues and expenditures by fund.

Department Summaries provides the reader with information about the thirteen Departments at the City - City Council, City Manager, City Attorney, Human Resources, Finance, Information Technology, Community Development, Parks & Recreation, Police Department, Fire Department, Public Works, Ventura Water and a Non-Departmental category for items not specifically tied to one of the operating Departments. There is an organizational chart and general information about each Department's role in providing service to citizens. Provided is summary financial data for each Department for three prior year actuals, prior year adopted, and current year adopted.

Capital Improvement Plan is provided to capture all current capital projects contained in the budget, including those scheduled to begin in the new fiscal year and those scheduled to be closed. The Capital Appropriations and Spending Plan Summary schedule includes all current and requested appropriations along with anticipated spending this year listed by fund. The Capital Appropriations and Spending Plan Details schedule includes a detailed listing of all projects by fund including descriptions, as well as requested appropriations and spending plans for the adopted budget year. The Capital Project Impact on Operations Budget schedule will further quantify the impact on the operating budget after adding these assets.

Personnel includes data about the City's adopted staff positions (regular employees) showing job class salaries for all authorized positions by function. Also included is a table of all authorized Full-Time Equivalents (FTEs) by Department organized by position name explaining changes in FTE for FY 2020-21, FY 2021-22, and FY 2022-23. There is also a table with salary information associated with all City staff positions included in the adopted budget. Lastly, there is an explanation of benefits offered to all regular, at-will, and probationary status employees.

Financial Policies includes a current copy of the approved Financial Policies Overview and Investment Portfolio Guidelines updated for the beginning of FY 2022-23. The policies govern budget, accounting, contracting, purchasing, treatment of fund balance, reserves, debt, and investments.

Appendices includes a collection of schedules and topic-specific information. Included in the appendices is information regarding the budget resolution, Gann limit, debt limit and schedule, acronyms, and a glossary.



TRANSMITTAL LETTER

August 30, 2022

HONORABLE MAYOR RUBALCAVA AND MEMBERS OF THE CITY COUNCIL:

It is my pleasure to present to you the \$398.3 million Adopted Operating and Capital Improvement Budget for Fiscal Year 2022-23. This marks my fourth budget as your City Manager. Not only is this budget balanced, but it also adds key resources to support City Council's goals and provides our community with the ongoing services and programs they expect. This year it was nice being able to balance the budget by adding instead of subtracting.

While a growing economy is providing additional revenue to the City, we are also starting to reap the financial benefits of several of the proactive measures the City has undertaken over the last couple of years to strengthen our economy. Some of these key measures are summarized below.

- Partnering with the Ventura Visitors & Convention Bureau (VVCB) to form the Ventura Tourism Marketing District, decreasing VVCB's need to receive financial support from the City and increasing their resources to market our City to visitors that generate additional tax dollars.
- Refinancing about \$125 million in outstanding bonds to produce a total debt service saving of over \$25 million.
- Supporting the Players Casino relocation to a new venue and bringing back the significant tax revenues generated by their business.
- Creating ordinances and procedures that allow for a small number of cannabis business that will generate tax revenue.

CITY COUNCIL'S GOALS AND BUDGET PRINCIPLES

Historically the City Council started their goal setting process with a Saturday workshop near the end of January. However, in preparation for this budget cycle the City took a new approach by starting the process in November and by bringing in an outside facilitator. During the revised goal setting process each member of City Council met individually with the facilitator to discuss their priorities and the City Council conducted three public workshops to draft their goals. The City Council adopted the goals for FY 2022-23 at a public meeting on February 7, 2022. For the current budget cycle City Council has not made any changes to the prior year budget principles.

CITY COUNCIL GOALS

As a result of this year's goal setting process City Council directed staff to focus on four key areas: Broadband, Fiscal Stability, Fiscal Policies, and Housing Policies. The graphic below summarizes those key focus areas.

NEW GOALS		LEAD DEPARTMENT
BROADBAND	Improve Citywide broadband accessibility.	Public Works
FISCAL STABILITY	Develop an Economic Development strategy.	City Manager's Office
FISCAL POLICIES	Revise and adopt long-term and sustainable fiscal policies.	Finance
	Revise achievable and affordable compensation policy based upon the results of the comprehensive Citywide classification and compensation study.	Human Resources
HOUSING POLICIES	Implement the objectives of the Housing Element and pursue the pro-housing designation.	Community Development

In addition to establishing new goals, City Council also directed staff to maintain focus on 10 projects from the previous goals. Those 10 projects are summarized below.

RETAIN FOCUS FOR MULTI-YEAR PROJECTS	LEAD DEPARTMENT
<ul style="list-style-type: none"> Expand and make permanent outdoor dining in Downtown Ventura with the Main Street Moves Program. Improve the City's entitlement and permitting process consistent with Matrix Report recommendations. VenturaWaterPure: Create local, drought-proof source of water supply. 	City Manager's Office
<ul style="list-style-type: none"> Update the General Plan to include a new Climate Action and Resiliency Plan (CARP) and comprehensive Local Coastal Program (LCP) amendment. Improve the City's Historic Preservation process. 	Community Development
<ul style="list-style-type: none"> Modernize the City's financial and human resource management systems. Update the City's radio systems to current technologies that allow for interagency operability. 	Information Technology
<ul style="list-style-type: none"> Create and adopt a sustainable five-year strategic plan. 	Fire
<ul style="list-style-type: none"> Protect and restore Ventura's coastline through its Coastal Management Plan. Extend Olivas Park Drive and construct a levee. 	Public Works

The goals that are listed above set the City's trajectory through the upcoming fiscal year. In addition to highlighting City Council's direction during the budget process, the City's Communication Team has created a strategy to help communicate these priorities throughout the organization.



BUDGET PRINCIPLES

Budget Principles provide a Council-approved framework for development of the citywide budget. Those principles include:

1. Promote the City’s long-term financial sustainability through monitoring and reporting on changes in pension liabilities and including those changes in the City’s long-term forecast.

2. Incorporate a budget assumption for employee vacancies and resulting salary savings into the forecast.

3. Actively pursue revenue enhancements and strive to achieve full cost recovery for all fee-based services, except where the City Council sees a clear public interest in providing a subsidy.

4. Clearly define the cost and timing of all cash outlays associated with major projects, to allow investment of idle cash, while maintaining liquidity.

5. Enhance and maintain core City services and infrastructure by prioritizing City Council adopted initiatives and strategies that contribute to the quality of life in Ventura.

6. Evaluate one-time revenues for highest and best investment.
7. Improve productivity through continual review of City services, identifying new programs/initiatives and enhancing, reducing, or eliminating existing programs.

8. Manage staff capacity to efficiently deliver services to the community through investment in new technologies that drive efficiency and productivity.

9. Develop programs and initiatives that strengthen Ventura’s standing as an employer of choice to retain and attract highly qualified personnel.

10. Proactively manage the loss of institutional knowledge through succession planning efforts including the ability to provide for overlap in critical positions, at the discretion of the City Manager.

11. Communicate the City’s financial position by continuing to refine the budget document and provide comparison to actual results, while enhancing the public’s access to financial information.

12. Increase reserves, on an annual basis, as funds are available.

The following budget principles specific to Measure O funding:

1. Prioritize non-operational expenses.

2. Continue to prioritize funding for public safety, homelessness, street maintenance and beautification, and maintenance of current infrastructure and programs, while giving due consideration to other programs within the scope of Measure O.
3. Quickly move to complete current projects before starting new ones.

4. Increase public participation.

BUDGET WORKSHOP #1

In conjunction with City Council’s annual goal-setting process, Budget Workshop #1 was conducted on Monday, January 24, 2022. During the workshop, staff presented a five-year forecast for the General Fund, which forecasted \$3.5 million of available resources in the General Fund for FY 2022-23.

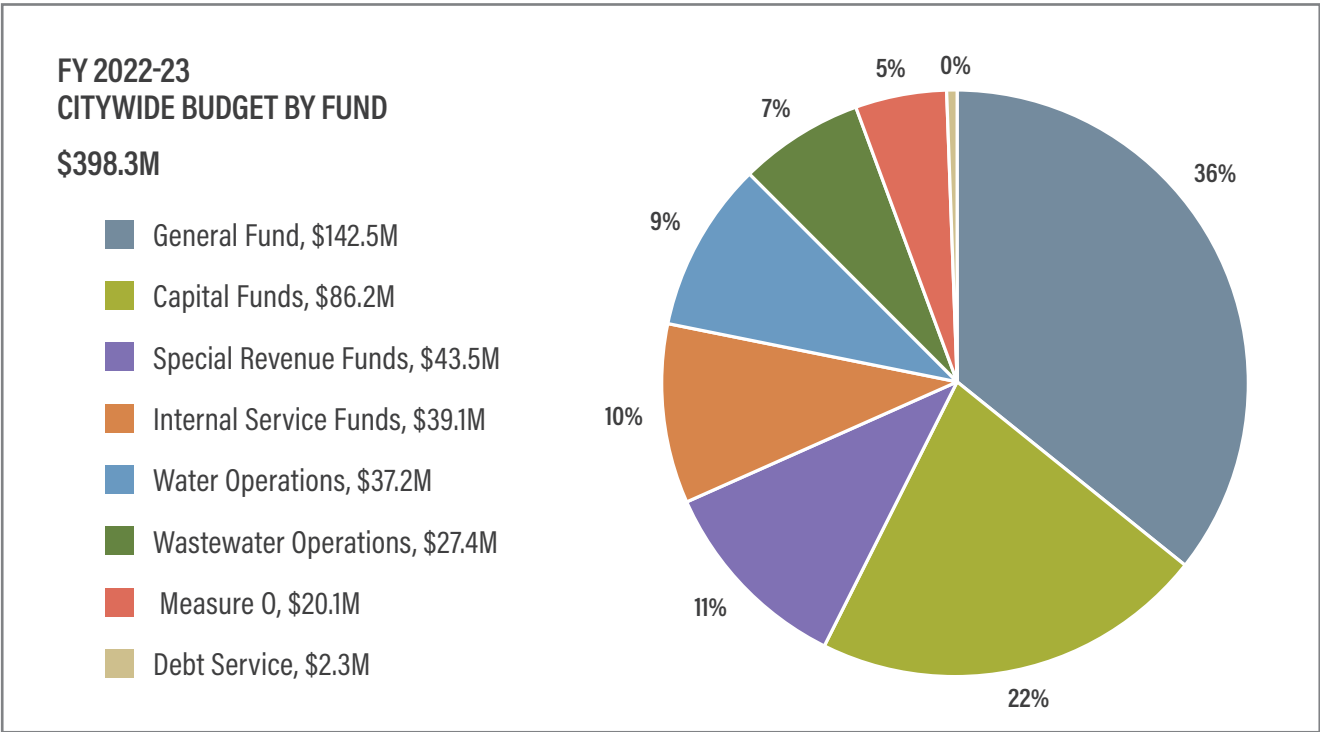
BUDGET DEVELOPMENT

The budget development process begins with a thorough analysis of historical revenues by fund. Using trend analysis, moving averages, predictive statistics, data from outside consultants, expert judgment, and knowledge of future anticipated revenue changes, staff estimates total anticipated revenues, by individual fund.

Once revenues have been estimated, staff then uses knowledge of valuation reports and anticipates changes in salaries and benefits to estimate personnel costs citywide. Departments then provide feedback on anticipated organizational and community needs including goals established by Council, to estimate future expenditures and to request additional funding that may be needed.

After the information is gathered for the revenues and expenditures, staff begins the work of balancing each fund. During the balancing process it is typically the case that the available revenues and resources are not sufficient to fund all the new spending requests. When this occurs, the City Manager works with staff to prioritize the spending requests that are most in line with City Council’s goals and budget principles. To provide a glimpse into this process, listed below are some of the funding requests that are not included in the FY 2022-23 Budget.

- Monies to subsidize special event permits due to the increasing costs associated with adequately protecting the public (\$0.1 million)
- Various requests to fund additional positions (\$1.5 million)



CITYWIDE FINANCIAL OVERVIEW

The City's financial position appears to be improving. Our revenues are projected to grow modestly and over the next five years they are projected to keep pace with the costs associated with providing the services that are included in the budget. As a service organization providing valued core services such as public safety, land use planning, engineering design, and street and park maintenance, so much of our costs are related to our investment in our hardworking professional workforce. In the long term, as demands for service grow and as the City seeks to make the workforce's compensation more competitive with the market, we must find ways to continue to grow our revenues.

REVENUES

For FY 2022-23 Taxes has overtaken Charges for Services as the largest source of revenue citywide. Taxes include property taxes, sales taxes, utility users' taxes, Measure O's transaction and use tax, franchise fees, and transient occupancy tax (TOT). In total, revenue from taxes is budgeted at \$113.0 million, or 28% of the City's overall budget.

The second largest source of citywide revenues comes from Charges for Services, which is the primary source of revenue for the Water and Wastewater Operations funds as well as Internal Service Funds and the Special Assessment Districts. Overall, Charges for Services make up \$107.0 million, or 27% of the City's overall budget.

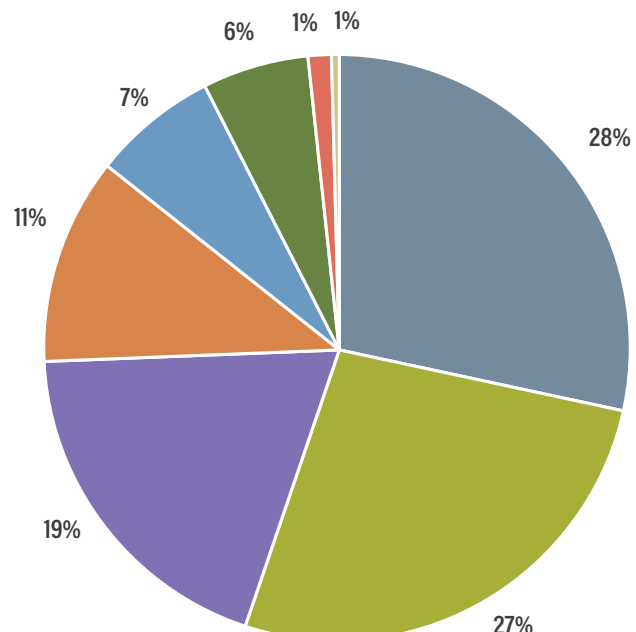
For Fiscal Year 2022-23 the Other revenue category is anticipated to increase by \$35.2 million over the prior year. It is estimated that \$23.8 million of revenue will be used from debt proceeds for VenturaWaterPure. For the Olivas Park Drive Extension and Levee project, it is estimated that \$8.0 million in revenue will come from developer contributions.

CITYWIDE REVENUES

\$ IN MILLIONS	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUE BY CATEGORY		
Taxes	95.1	113.0
Charges for Services	103.8	107.0
Other	9.8	45.0
Other Agencies	21.0	27.2
Licenses and Permits	4.7	5.0
Fines and Forfeitures	2.1	1.7
SUBTOTAL REVENUE	\$236.5	\$298.9
Internal Transfers	13.8	23.1
Prior Year Resources	53.1	76.3
TOTAL RESOURCES	\$303.4	\$398.3

FY 2022-23 CITYWIDE REVENUES BY CATEGORY \$398.3M

- Taxes, \$113.0M
- Charges for Services, \$107.0M
- Prior Year Resources, \$76.3M
- Other, \$45.0M
- Other Agencies, \$27.2M
- Internal Transfers, \$23.1M
- Licenses & Permits, \$5.0M
- Fines & Forfeitures, \$1.7M





EXPENDITURES

In contrast to years past where Personnel Services has been the largest expenditure category, Capital Outlay and CIP is the largest component of the City's overall expenditure budget for FY 2022-23, accounting for \$128.8 million, or 32% of the total citywide budget. Two of the primary drivers for the large increase in capital spending are the VenturaWaterPure and Olivas Park Drive Extension and Levee projects.

The second largest category is Personnel Services at \$123.9 million, or 31%, including costs associated with full-time salaries & benefits, overtime, and extra-help.

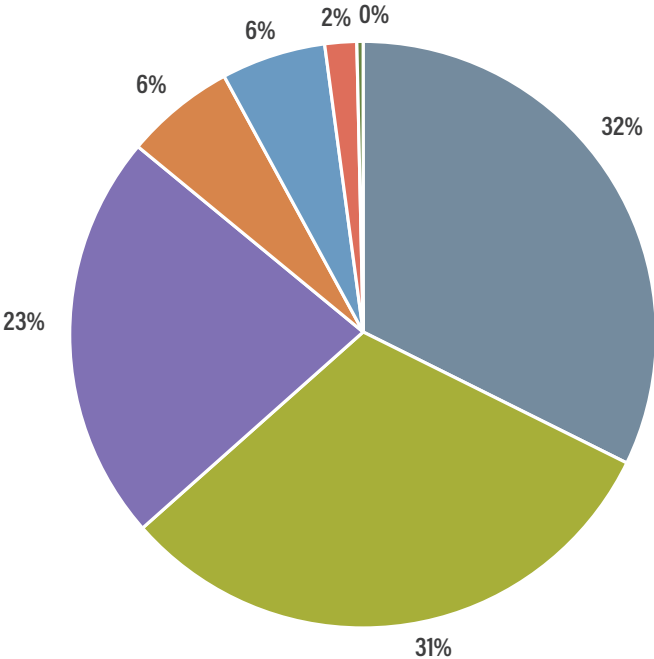
Services and Supplies comprises the third largest portion of the City's spending at \$89.7 million, or 23%. Some of the largest costs in the Supplies and Services category include funding for professional services, utilities, ground water extraction, equipment parts & labor, and landscape & grounds maintenance.

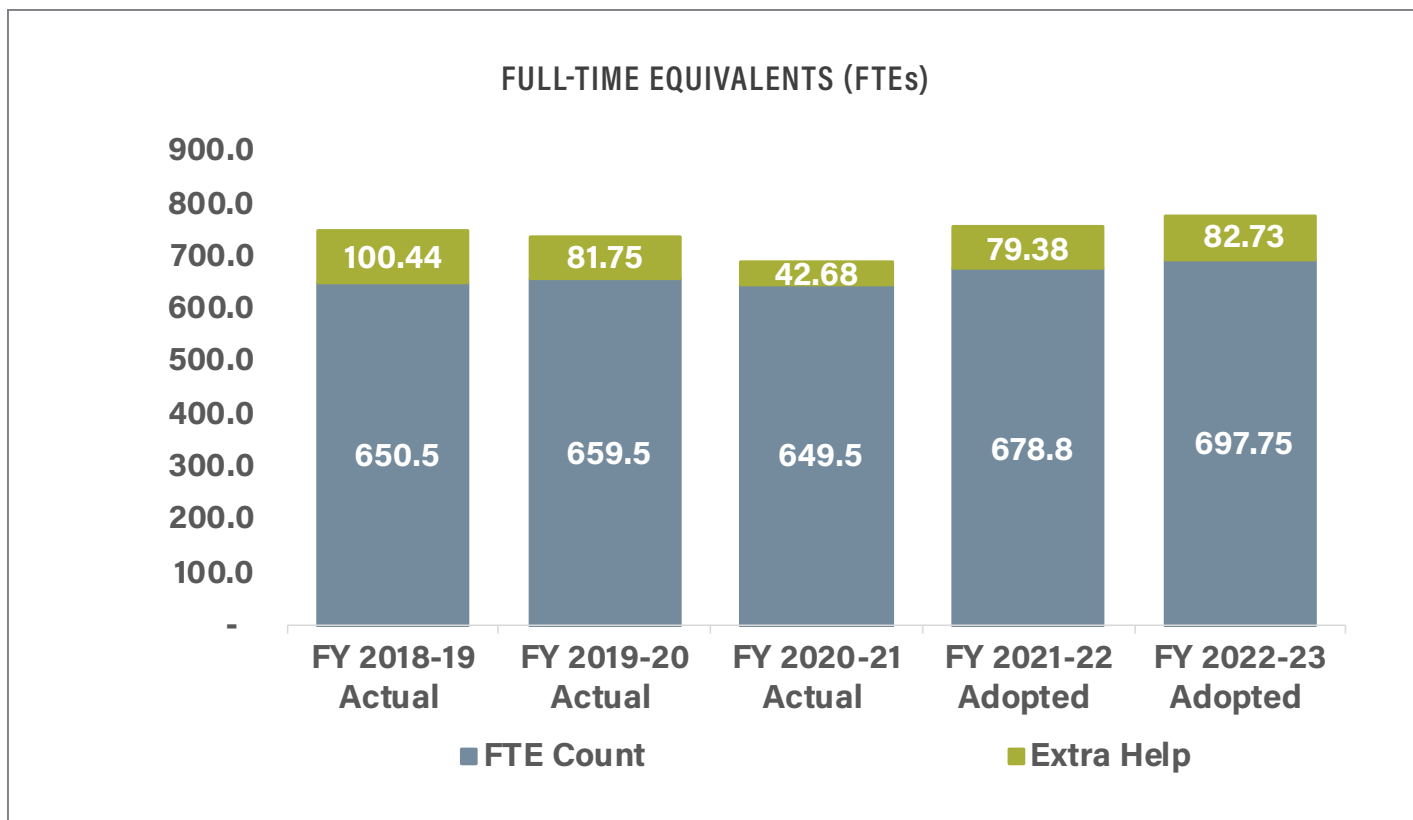
CITYWIDE EXPENDITURES

\$ IN MILLIONS	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
EXPENDITURES BY CATEGORY		
Capital Outlay & CIP	53.8	128.8
Personnel Services	111.4	123.8
Services and Supplies	88.2	89.7
Internal Services	22.6	24.4
SUBTOTAL EXPENDITURES	\$276.0	\$366.7
Transfers	13.8	23.1
Non-Operating	11.0	7.1
Reserves & Contingencies	2.6	1.4
TOTAL EXPENDITURES	\$303.4	\$398.3

**FY 2022-23
CITYWIDE EXPENDITURES BY CATEGORY
\$398.3M**

- Capital Outlay & CIP, \$128.8M
- Personnel Services, \$123.8M
- Services & Supplies, \$89.7M
- Internal Services, \$24.4M
- Transfers, \$23.1M
- Non-Operating, \$7.1M
- Reserves & Contingencies, \$1.4M





The adopted budget funds 780.48 FTE (Full Time Equivalent) positions, 697.75 of which will be regular employees with benefits and the remaining 82.73 represent the FTEs for extra-help employees.

The FY 2020-21 Adopted Budget saw a significant decrease in personnel services expenses due to cost-saving measures that were introduced as a result of the COVID-19 pandemic's effect on City revenues. Part of the cost-saving measures included freezing 14 vacant positions. As of April 2022, 9 of those 14 positions remained frozen.

For the FY 2022-23 Adopted Budget, 3 positions were unfrozen and the remaining 6 frozen positions were eliminated. Moving forward, it is the intent of staff to discontinue the use of frozen positions as a budget balancing tool. The table below summarizes the status on all the positions that were frozen during the FY 2020-21 budget process.

DEPARTMENT	POSITION TITLE	NOTES
City Manager	Deputy City Clerk	Unfrozen – FY 2022-23 Adopted Budget
Community Development	Code Enforcement Supervisor	Unfrozen in exchange for Code Enforcement Officer
	Code Enforcement Officer	Eliminated – FY 2022-23 Adopted Budget
Police	Police Corporal (2 positions)	1 Unfrozen – FY 2022-23 Adopted Budget, 1 Eliminated – FY 2022-23 Adopted Budget
	Police Officer (4 positions)	4 Eliminated – FY 2022-23 Adopted Budget
Public Works	Civil Engineer	Unfrozen – FY 2020-21 mid-year
	Management Analyst II	Unfrozen in exchange for Senior Engineering Technician
	Senior Engineering Technician	Unfrozen – FY 2022-23 Adopted Budget
	Equipment Mechanic II (3 positions)	3 Unfrozen – FY 2021
Ventura Water	Utilities Service Leadworker	Unfrozen – FY 2021



Included in the FY 2022-23 Adopted Budget is the net addition of 25 new full-time positions: a net 3 positions that were added mid-year FY 2021-22 and a net 22 new proposed in FY 2022-23.

Summary of FY 2021-22 mid-year position changes:

- **One (1) eliminated** Secretary position vacant in Community Development
- **One (1) HR Analyst** added to support citywide training efforts
- **One (1) Senior Civil Engineer** reallocated to create one (1) Sr. Accounting Assistant and one (1) Utilities Service Representative within Ventura Water
- **Two (2) Firefighter/Paramedic** positions added as part of the Fire Strategic Plan

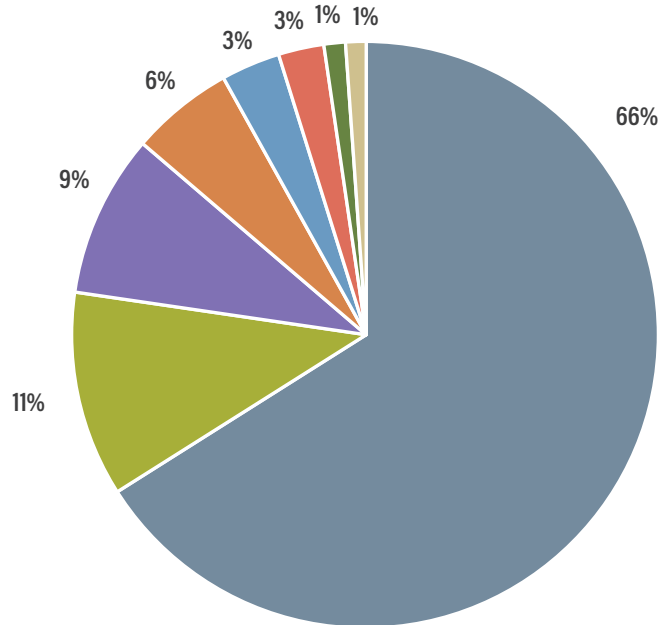
The FY 2022-23 Adopted Budget creates the capacity for:

- **One (1) unfrozen** Sr. Engineering Technician with Public Works (100% cost offset)
- **One (1) unfrozen** Police Corporal within Police
- **One (1) unfrozen** Deputy Clerk within City Manager's Office
- **One (1) new** HR Technician within Human Resources (73% cost offset)
- **One (1) new** Sr. Management Analyst for the new Housing Division in Community Development
- **One (1) new** Civil Engineer for land development within Public Works
- **One (1) new** Fire Engineer as part of the Fire Strategic Plan
- **One (1) new** Fire Captain as part of the Fire Strategic Plan
- **Two (2) new** Fire Inspectors to conduct multi-family inspections within Fire (100% cost offset)
- **One (1) new** Assistant City Attorney within the City Attorney's Office (100% cost offset)
- **Three (3) new** Criminal Investigative Technicians within Police
- **One (1) new** Assistant City Clerk position for Board & Commission Support/Records Management within City Manager's Office
- **One (1) new** Sr. Financial Analyst to support CIP and Grants within Finance (100% cost offset)
- **One (1) new** Water Plant Operator within Ventura Water
- **One (1) new** Wastewater Collection Utility Worker within Ventura Water
- **One (1) new** Management Analyst for Fleet & Facilities within Public Works
- **One (1) new** Administrative Assistant within Information Technology
- **Two (2) new** Systems Analysts within Information Technology
- **One (1) new** Customer Support Supervisor within Information Technology
- **One (1) new** Park Supervisor position for Beautify and Maintain (BAM) within Parks and Recreation
- **One (1) new** Maintenance Worker II position for Beautify and Maintain (BAM) within Parks and Recreation

BUDGET SUMMARY

FY 2022-23 GENERAL FUND RESOURCES BY CATEGORY \$142.5M

- Taxes, \$94.1M
- Charges for Services, \$16.1M
- Other Agencies, \$12.7M
- Prior Year Resources, \$8.1M
- Licenses & Permits, \$4.6M
- Other, \$3.6M
- Fines & Forfeitures, \$1.7M
- Internal Transfers, \$1.6M



GENERAL FUND

As a rule, municipal budgets focus on the strength and stability of its General Fund. It is our City's largest fund providing necessary resources to pay for City services and operations. It is also the fund with the greatest discretion for the Council. The primary revenue source for the General fund is taxes: property, sales, utility, and other. Revenues and resources expected in FY 2022-23 are estimated at \$142.5 million and are used to support the operations of all City departments except Ventura Water. Tax revenues are anticipated to see the largest growth when compared to the revenue projections for the current year. Charges for Services is another revenue category that is anticipated to see large increases. This anticipated increase in Charges for Services is primarily driven by the Parks & Recreation Department being able to offer more recreational classes and programs as COVID-19 restrictions continue to be rolled back.

The General Fund budget also includes about \$8.1 million in use of prior year resources, or fund balance. About \$7.5 million of the fund balance will come from the committed reserves for the One-Time Investment Plan that was approved as part of the FY 2021-22 budget process. The other large use of fund balance is the use of \$0.5 million in developer deposits to pay for the initial design of Fire Station #7.

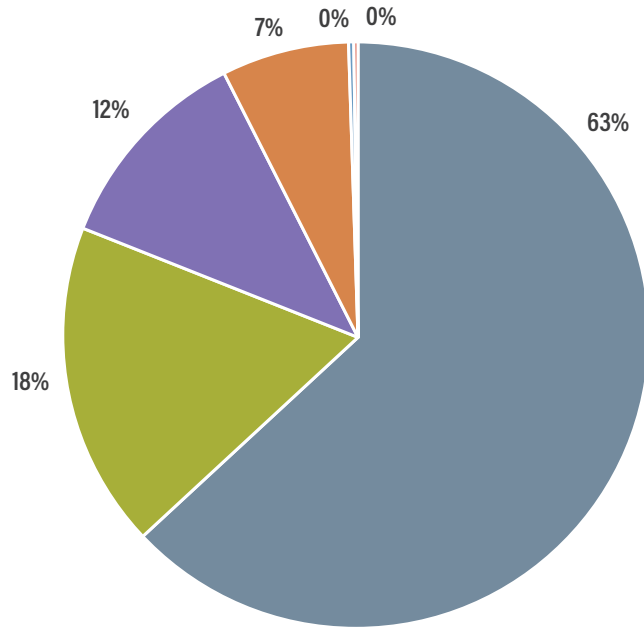
Personnel costs continue to grow as previously outlined in the citywide analysis. Personnel services constitute the largest expenditure within the General Fund. While Transfers will still be one of the smaller categories of spending within the General Fund, that category is proposed to be \$6.0 million higher than it was for the FY 2021-22 Adopted Budget. The key factor for this increase is that funds that are being sent from the General Fund to various other funds to support capital projects.



**FY 2022-23
GENERAL FUND EXPENDITURES
BY CATEGORY**

\$142.5M

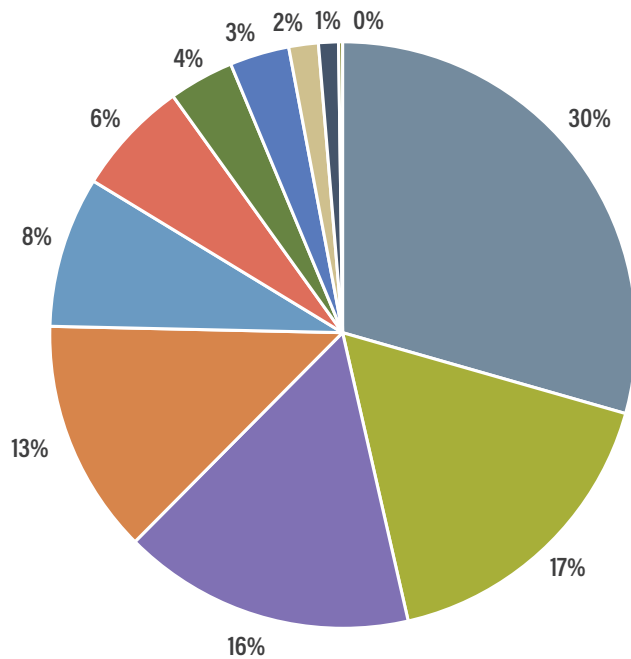
- Personnel Services, \$90.0M
- Services & Supplies, \$25.5M
- Internal Services, \$16.4M
- Transfers, \$9.9M
- Reserves & Contingencies, \$0.4M
- Capital Outlay, \$0.3M



**FY 2022-23
GENERAL FUND EXPENDITURES
BY DEPARTMENT**

\$142.5M

- Police, \$42.0M
- Fire, \$24.2M
- Parks & Recreation, \$22.8M
- Non-Departmental, \$18.4M
- Public Works, \$11.9M
- Community Development, \$9.1M
- City Manager, \$5.2M
- Finance, \$4.7M
- City Attorney, \$2.3M
- Human Resources, \$1.6M
- City Council, \$0.3M





WELLNESS DISTRICT PARKING LOT IMPROVEMENTS

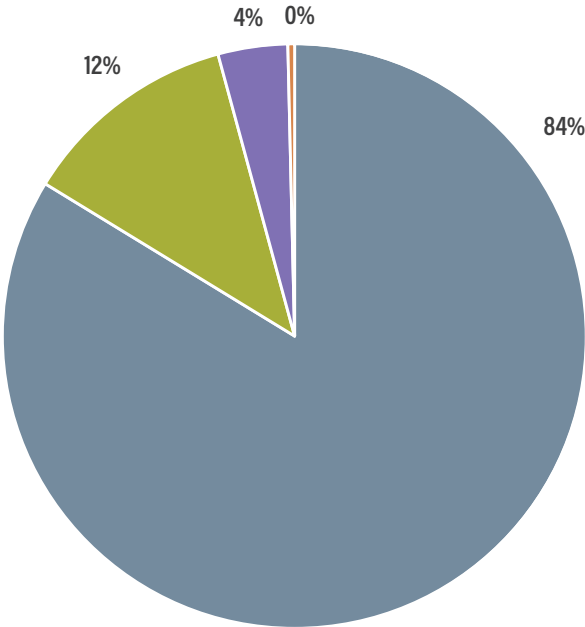
MEASURE 0

With concerns of aging infrastructure and a focus on maintaining public safety, the voters of Ventura passed ballot Measure 0 in 2016 adding a 25-year one-half percent transaction and use tax for purchases made within the City boundary limits. Revenues and Expenditures for Measure 0 have been placed into a separate fund for ease of tracking and reporting.

Now entering the sixth fiscal year since it was approved by the voters, the budget for FY 2022-23 continues to provide funding for various programs in accordance with the City’s Measure 0 Ordinance. The FY 2022-23 Adopted Budget includes total resources and expenditures that each total \$20.1 million. It is anticipated that \$2.4 million in prior year resources, or fund balance, will be used to fund the completion of various infrastructure projects.

**FY 2022-23
MEASURE 0 RESOURCES BY CATEGORY
\$20.1M**

- Other Taxes, \$16.8M
- Prior Year Resources, \$2.4M
- Other Misc Revenue, \$0.8M
- Use of Money & Property, \$0.1M



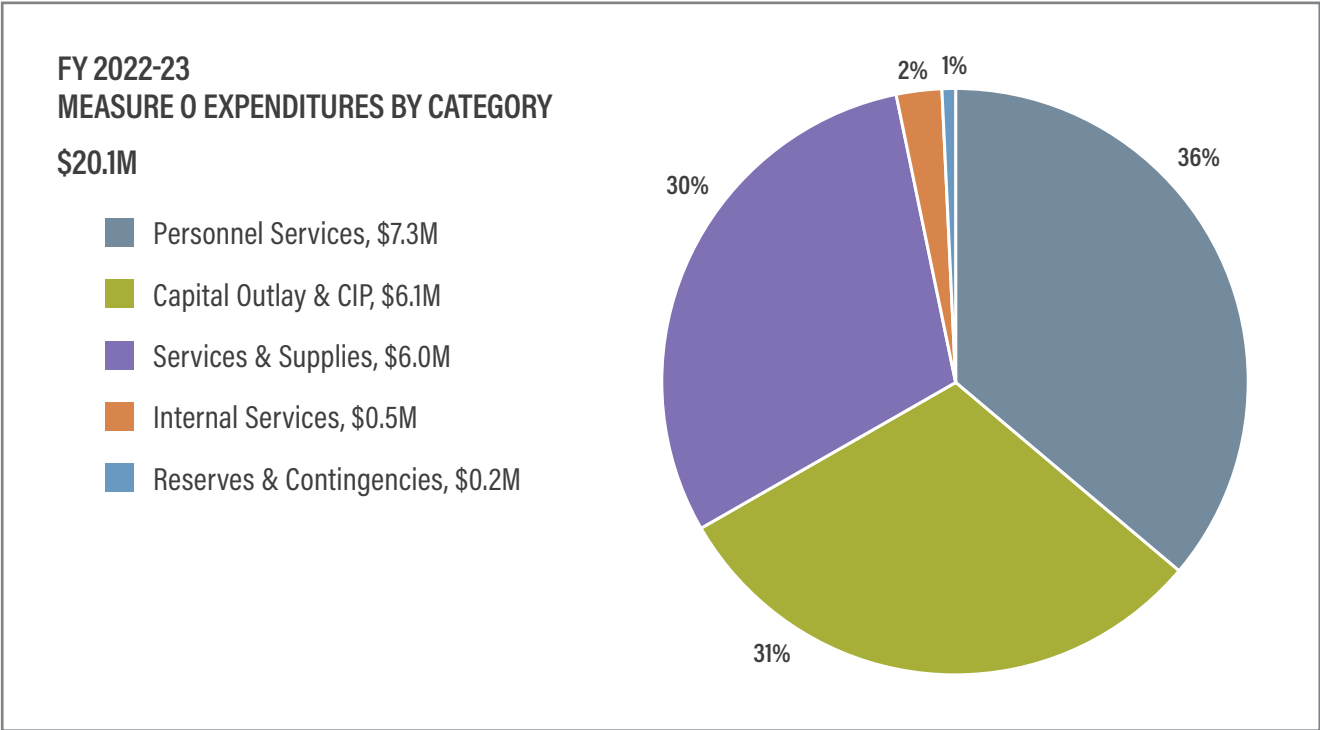
As part of the FY 2020-21 Adopted Budget, various General Fund expenditures were shifted over to Measure O to help balance the General Fund. For FY 2022-23, the funding for those expenditures was shifted back to the General Fund. The total expenditures transferred back to the General Fund are about \$1.7 million and include: tree maintenance, park maintenance, one firefighter-paramedic, one police officer, Housing Authority low-income housing services, library services, the ambassador program, and 211 services.

Keeping with the Measure O Budget Principles, the City’s leadership team has endeavored to provide an executable spending plan that will support core services and make visible changes within our community.

New to Measure O this year is:



EXPENDITURE REQUEST		ESTIMATED COST
Community Development	Purchase two-axel trailer for Safe & Clean	\$18,500
Parks & Recreation	Community Granting Program	\$106,528
	New Park Supervisor for BAM (1.0 FTE)	\$141,000
	BAM Operating supplies & vehicle equipment	\$92,800
Police	Extra-help (Enhanced Focus Area Camera Monitoring)	\$70,805
	New criminal investigative tech (0.5 FTE)	\$68,357
Public Works	Grant consultant for Surfers Point Phase II	\$60,000
	Signal re-wiring (4 intersections)	\$100,000
	Bridge Maintenance Masterplan/Study	\$75,000
	Additional street paving (residential)	\$100,000
	Figueroa Plaza improvements	\$75,000
	Grant match for Traffic Signal Upgrade Project	\$1,362,550
	2023 Westside Sidewalk Repair/ADA Improvements	\$369,900
	Transfer funding for graffiti abatement (0.5 FTE)	\$42,000



VENTURA WATER

Ventura Water is comprised of two divisions: Water and Wastewater. The Wastewater Division is housed entirely within the Ventura Water Department and the Water division is principally housed within the Ventura Water Department, but expenses related to the administration of the VenturaWaterPure program are assigned to the City Manager's office and expenses related to legal services for Water are assigned to the City Attorney's office.

The primary source of revenue for Ventura Water is Charges for Services. These charges primarily consist of rates from residential and commercial customers. In order to maintain safe and reliable services, secure water supply, improve water quality and repair or replace aging infrastructure, in 2021 a Cost-of-Service Study was completed by City staff with the help of rate consultants and with input from the City's Water Commission. As a result, taking into consideration affordability, customer understanding, financial stability, and legal defensibility, the new Water and Wastewater rates were established and recommended based on the study, which amount to a 7% and 6% annual increase, respectively. The new rates will help ensure funding is available to improve and stabilize water resources, wastewater disposal, operate and maintain the infrastructures for the City through many needed projects, including the State Water Interconnect and VenturaWaterPure. Ventura Water's combined FY 2022-23 Adopted Budget is \$145.3 million with \$64.6 planned for operations and \$80.7 million planned for capital projects. The budget includes 2 new positions in Ventura Water, one in Water and one in Wastewater.

WASTEWATER FUNDS

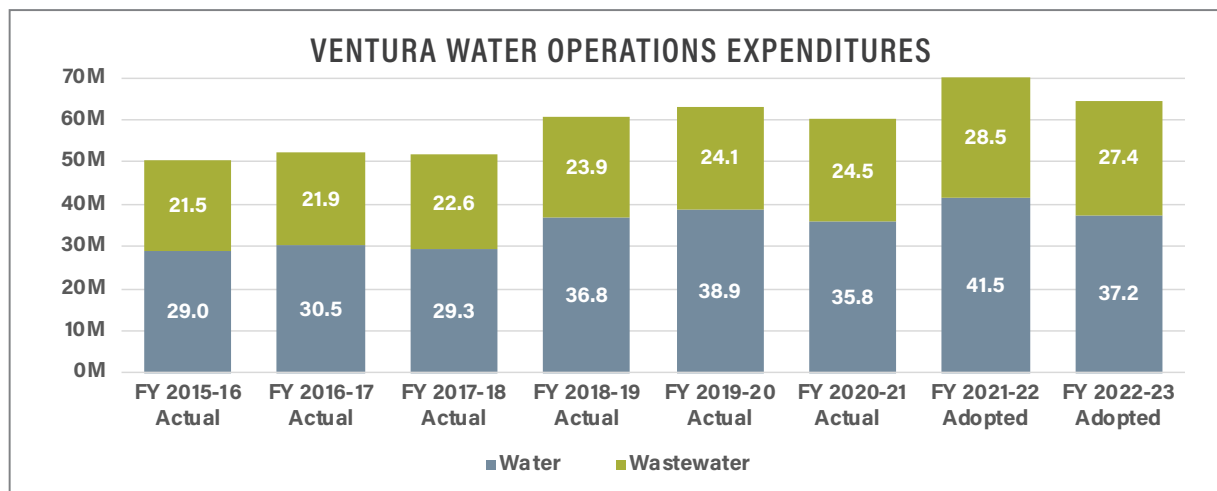
The adopted budget for the Wastewater Division is \$27.4 million. This is \$1.2 million (4.2%) less than the FY 2021-22 Adopted Budget. One of the largest factors contributing to the decrease in this budget is a reduction in the transfer to the Wastewater Capital Fund. The adopted budget includes one new Wastewater Collection Utility Worker.

The Wastewater Capital Fund has an adopted budget of \$45.8 million, which is a \$31.2 million increase over the FY 2021-22 Adopted Budget. Of the funding planned, some of the largest projects are \$25.8 million to support VenturaWaterPure, \$8.4 million for the Membrane Bio-Reactor, and \$6.2 million for sewer line repair/replacement. Also included in this budgeted figure are transfers to the Water Capital Fund to partially fund VenturaWaterPure projects.

WATER FUNDS

The adopted budget for the Water Division is \$37.2 million, a \$4.2 million (10.2%) decrease when compared to the FY 2021-22 Adopted Budget. This budget decrease can be attributed to two primary factors. The first is a \$2.0 million combined reduction in the budget for electrical utilities and the purchase of State water to match historical spending more closely. The second is a \$2.3 million reduction in debt services payments related to the previous refinancing of Ventura Water's debt. The adopted budget includes one new Plant Operator.

The Water Capital Fund has an adopted budget of \$34.9 million, which is a \$13.3 million increase over the FY 2021-22 Adopted Budget. Of the funding planned, some of the largest projects are \$9.9 million for the Eastside to West Side Interconnection, \$8.8 million to support VenturaWaterPure, and \$3.3 million for water line repair/replacement. Also included in this budgeted figure are transfers to the Wastewater Capital Fund to partially fund VenturaWaterPure projects.



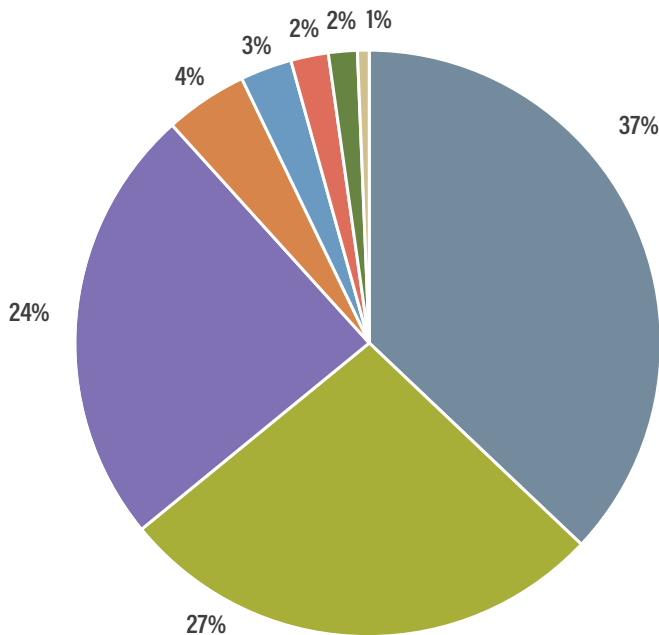
CAPITAL IMPROVEMENT SPENDING

The City's Capital Improvement Plan (CIP) reflects and identifies the most critical infrastructure priorities. The CIP is the City's strategic planning framework that addresses the preservation, maintenance, and improvement of our capital infrastructure that supports and delivers some of our core City functions and essential City services. Without well-maintained infrastructure, Ventura's economic prosperity cannot be sustained. The condition of our streets, sidewalks, water, sewer, storm drains, recreation facilities, parks, and other public facilities reflects on how well our community is doing and its ability to sustain economic growth. A community's quality of life, health, safety, and economic well-being are all tied to the cornerstone of its infrastructure.

A total of \$123.1 million is planned in capital improvements for the new fiscal year, which consists of both maintenance and capital projects. These projects are comprised of the following project areas: Coastal, Facilities, Parks and Medians, Information Technology, Stormwater, Streets and Transportation, Wastewater and Water.

**FY 2022-23
CAPITAL SPENDING PLAN**
\$123.1M

- Wastewater, \$45.7M
- Streets & Transportation, \$33.2M
- Water, \$29.8M
- Facilities, \$5.6M
- Information Technology, \$3.5M
- Parks & Medians, \$2.5M
- Stormwater, \$2.0M
- Coastal, \$0.8M



INVESTMENT PLAN ITEMS INCLUDED IN FY 2022-23 BUDGET

During the development process for the FY 2021-22 Budget, City Council approved a One-Time Investment Plan for \$24.7 million in funding that the City would receive as part of the American Rescue Plan Act (ARPA) and from the Southern California Edison (SCE) settlement monies. While this plan set funding aside for specific items, it did not budget for nor authorize the spending of the funds. As funding is needed for the various projects, staff requests budget and spending authorization from City Council via the annual budget process or some other formal City Council action. The tables below summarize the status of City Council's plan.

ONE-TIME INVESTMENT PLAN - ARPA REIMBURSEMENT

RECOMMENDATION	RESERVED FUNDING	COMMITTED FY 2021-22	ADOPTED FY 2022-23	ESTIMATED BALANCE
Community Beautification	\$0.88 M	\$0.11 M	\$0.37 M	\$0.40 M
City Facilities Improvements				
Fire Stations	3.50 M	0.50 M	1.70 M	1.30 M
Wedgewood Event Center	0.88 M		0.81 M	0.07 M
City Hall Repairs & 3rd Floor Buildout	1.57 M		0.19 M	1.38 M
One Stop Shop Permit Center	0.44 M		0.24 M	0.20 M
Improve Parking at Mission Park	0.24 M	0.24 M		0.00 M
I.T. Systems Improvements	7.00 M	1.20 M	3.50 M	2.30 M
Main Street Moves	1.31 M	0.20 M		1.11 M
Ongoing COVID Response	0.50 M	0.50 M		0.00 M
TOTAL	\$16.32 M	\$2.75 M	\$6.81 M	\$6.76 M

ONE-TIME INVESTMENT PLAN - SCE SETTLEMENT

RECOMMENDATION	EST. COSTS	COMMITTED FY 2021-22	ADOPTED FY 2022-23	ESTIMATED BALANCE
Personnel Enhancements	\$2.92 M	\$0.80 M	\$0.72 M	\$1.40 M
Increase General Fund and Liability Emergency Reserves to Match Adopted Policies	5.45 M	5.44 M		0.01 M
TOTAL	\$8.37 M	\$6.24 M	\$0.72 M	\$1.41 M





CONCLUDING REMARKS

Budgeting is not a standalone process. Good budgeting is supported by, and in turn supports, the various pillars of modern public governance: integrity, openness, participation, accountability, and a strategic approach to planning and achieving objectives. Budgeting is thus an essential keystone in the architecture of trust between the City and its residents.

The budget is a resource planning tool disguised as a spending program. Importantly, the budget is a financial plan, not a financial guarantee to spend. Ongoing, the budget will be monitored and managed by staff and updated periodically through the Finance, Audit and Budget Committee of Council.

A document like this does not come together in an organizational vacuum. A lot of people helped to make this happen. My executive team has been helpful and patient with me in the development of this budget. A special thanks to the budget team who spend thousands of hours developing, refining, changing, reacting, challenging, and proofing the numbers to assure their accuracy.

The team that helped prepare the FY 2022-23 Adopted Budget includes:

Assistant City Manager, Akbar Alikhan
Chief Financial Officer, Michael Coon
Assistant Chief Financial Officer, Greg Morley
Financial Services Manager, Pam Townsend

Senior Financial Analyst, Darrell Brumley
Senior Financial Analyst, Jennifer Alarcon
Senior Financial Analyst, Sandra Repede
Financial Analyst II, Paul Fields
Graphics Specialist II, Pete Graves

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'AM', followed by a long, horizontal, wavy line that extends to the right.

Alex D. McIntyre
City Manager

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CITY OVERVIEW

CITY OVERVIEW

The City of San Buenaventura (Ventura) is a California coastal community that is considered to be one of America's most desirable places to live. Located along the Pacific Ocean between Los Angeles and Santa Barbara, Ventura is surrounded by mountains, miles of uncrowded sun-drenched beaches, and has a remarkable year-round climate. The City is proud of its numerous historical sites, bike paths, and parks, many which are located right on the beach-front or feature magnificent hillside views.

Incorporated in 1866, the City of Ventura is a full-service municipality serving nearly 110,000 residents within its 32 square miles. Over 695 staff members are dedicated to delivering key services to our businesses, residents, and visitors to ensure Ventura remains a fiscally stable, economically vibrant, safe, clean, and desirable community.





HISTORY

The City of San Buenaventura was incorporated in 1866. The minutes of the first City Council meetings were recorded in Spanish, which was still the predominant language of its time. Ventura became the County seat when Santa Barbara and Ventura Counties split in 1873. That same year, a courthouse and wharf were built, a bank was opened, and the first public library was created.

An oil strike in 1914 fueled rapid growth. In the years following World War II, farmland gave way to outward suburban development. Growth has slowed in recent decades as Ventura has matured into a seaside community known for its scenic coastline and hillsides, rich culture, revitalized historic downtown, and environmental stewardship.

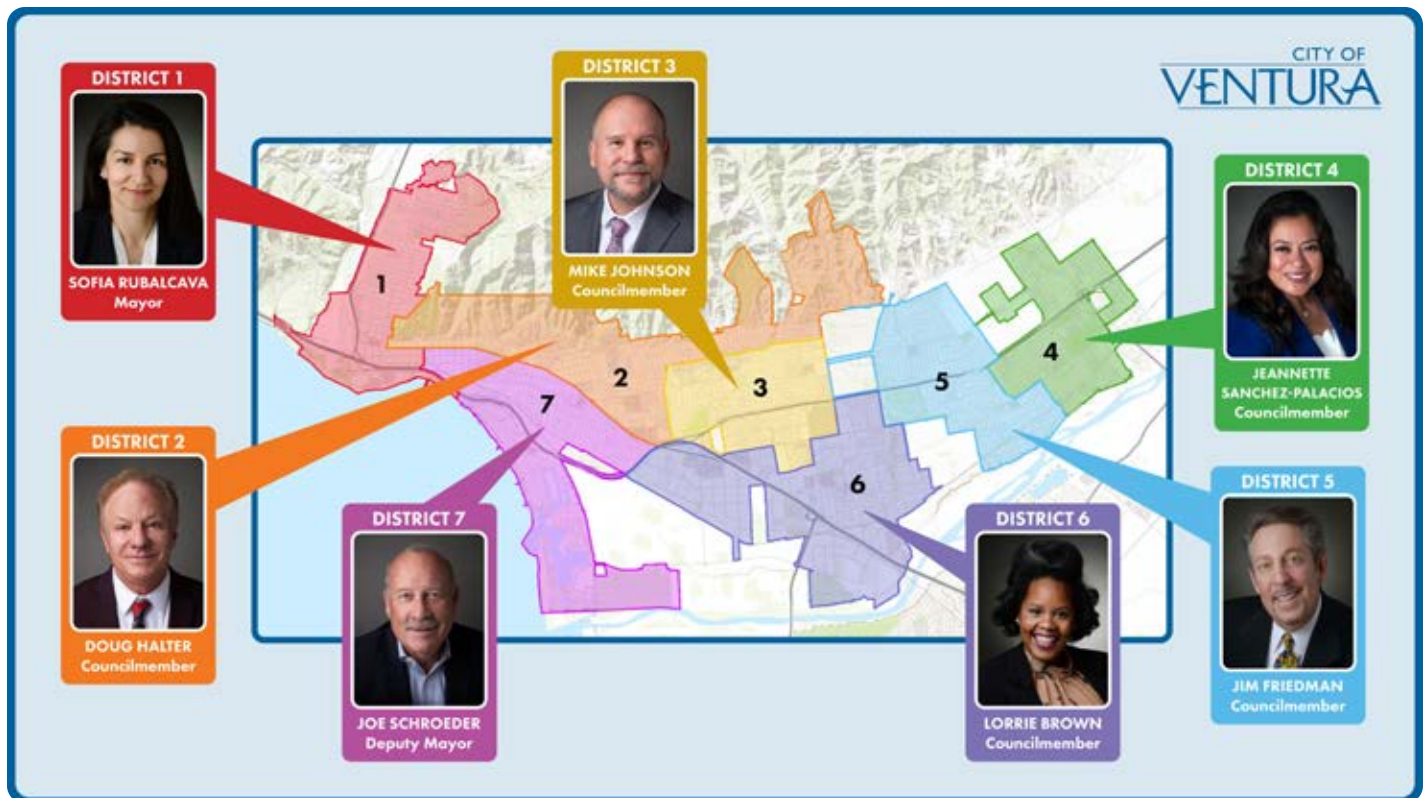
GEOGRAPHY

The City of Ventura is located 63 miles northwest of Los Angeles and 30 miles south of Santa Barbara. It is nestled between the Los Padres National Forest and the Pacific Ocean. The western portion of the City stretches north along the Ventura River and on the east is flat alluvial coastal plain. The Santa Clara River forms part of the City's southern boundary and the City stretches north to the foothills.



CLIMATE

The City of Ventura offers a Mediterranean climate with average temperatures in the mid-70's. Ranging from sea level to mountain peaks to valleys and coastal plains, the region has a versatile playing ground for an outdoor-oriented community. Year round, residents and visitors can enjoy beach-walking, surfing, hiking, biking, camping, fishing, golfing and more in Ventura's mild climate.



WWW.CITYOFVENTURA.CA.GOV/CITYCOUNCIL

FORM OF GOVERNMENT

Ventura is a charter city, operating with a seven-member panel forming the Ventura City Council. Beginning in 2018, the City of Ventura conducted its first district-based elections. Ordinance 2018-001 was adopted on January 8, 2018 changing the City of Ventura election to a district-based process. The 2018 Election elected councilmembers to Districts 1, 4, 5 & 6 and the 2020 Election elected councilmembers to Districts 2, 3 & 7.

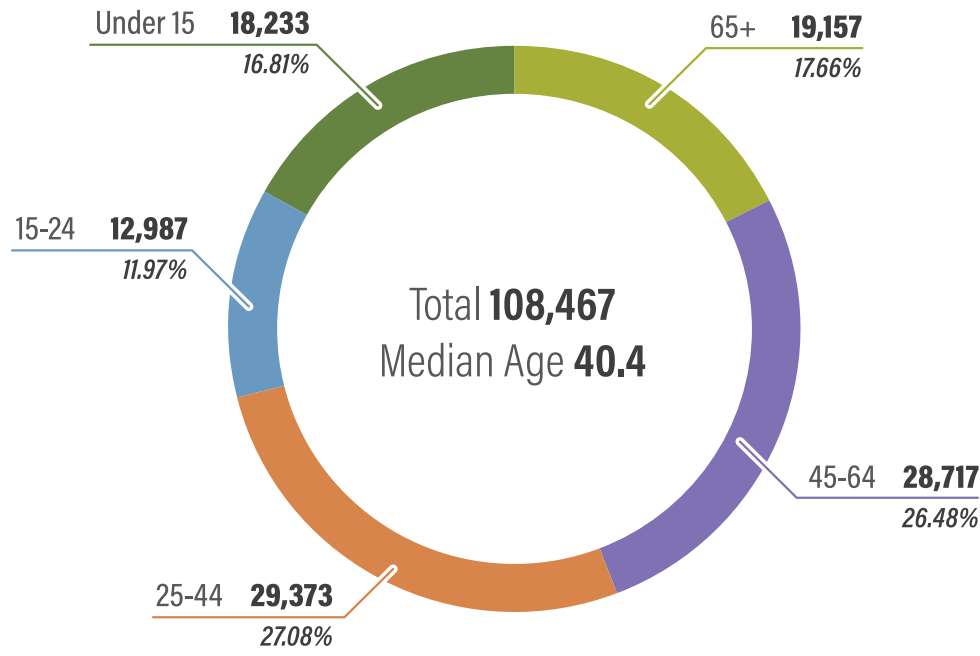
Elections to select councilmembers are held on the first Tuesday after the first Monday in November of the even numbered years. The newly elected councilmembers assume their seat on the City Council at the first meeting in December following the election and serve for a term of four years.

At the same time, the Council is reorganized and one of its members is selected to be Mayor. The Mayor serves a term of two years as the presiding officer of the Council. The Mayor has been delegated the responsibility to act as the City Council's ceremonial representative at public events and functions. The Deputy Mayor is also selected in the same manner and serves a two-year term.

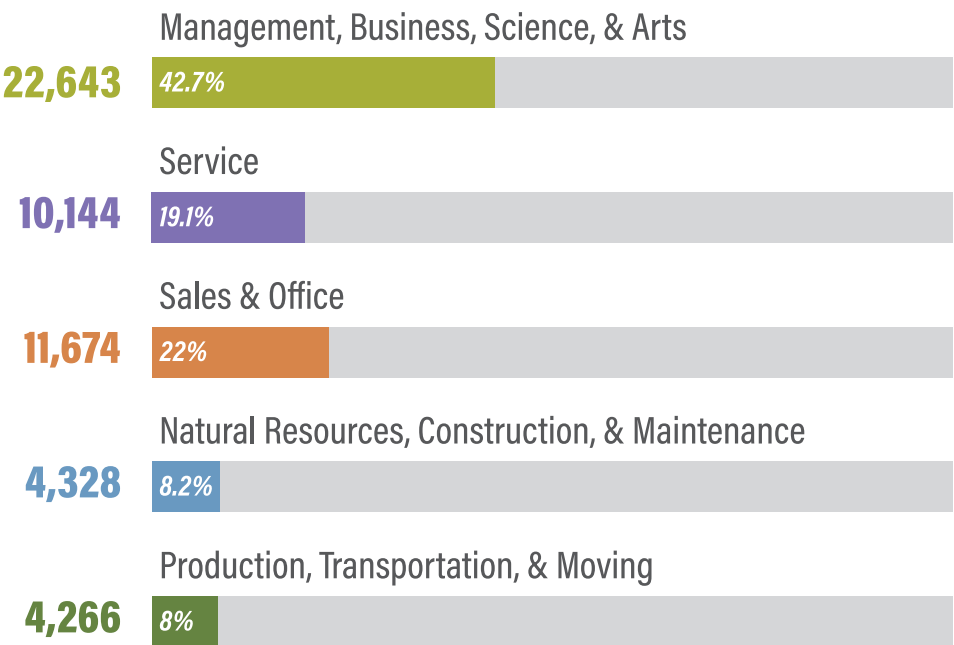
The Ventura City Council meets at 6:00 pm two to three Mondays each month. Meetings are held in the Council Chambers at City Hall, 501 Poli Street - Second Floor, Ventura. All meetings are open to the public.



AGE DISTRIBUTION

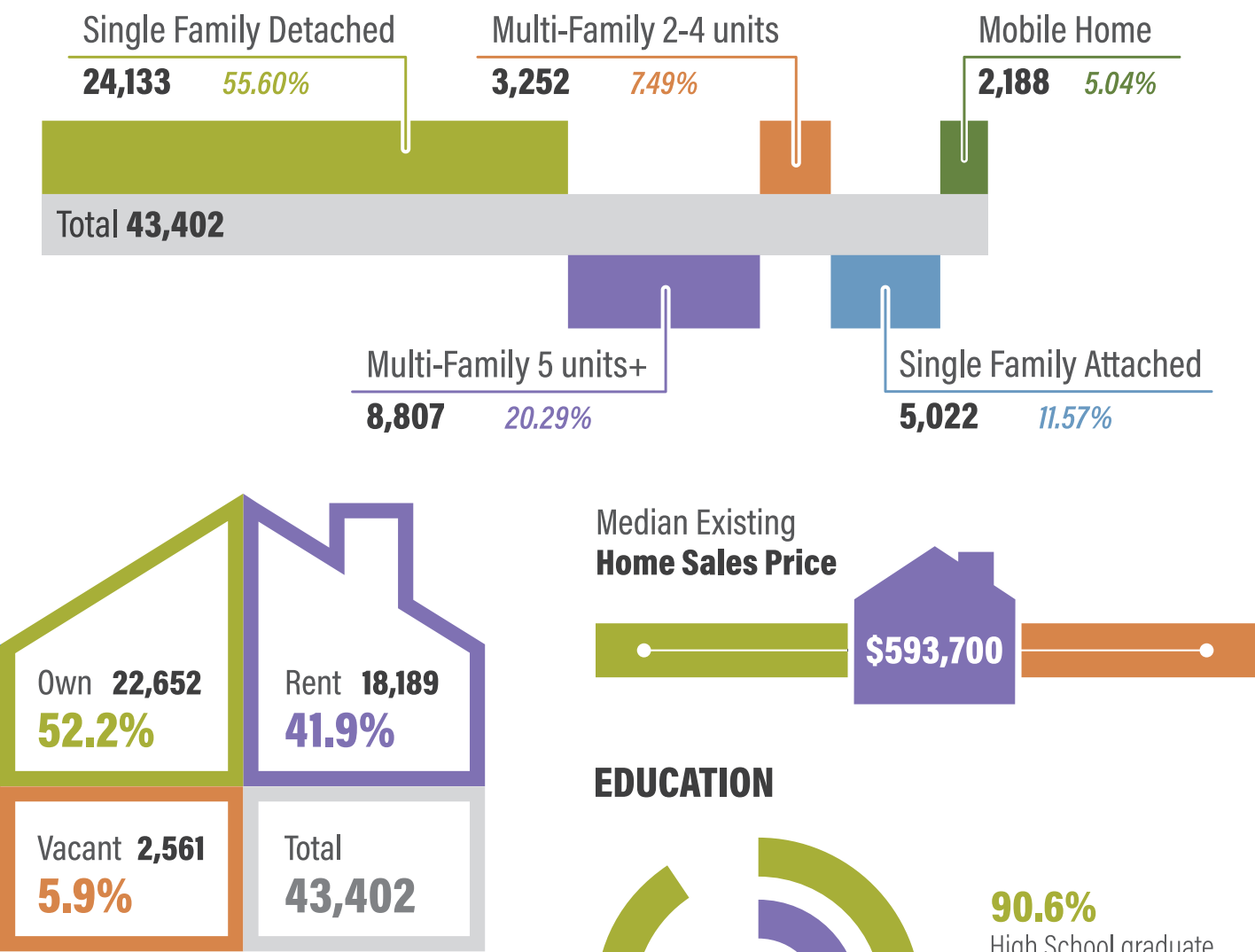


EMPLOYMENT & ECONOMY

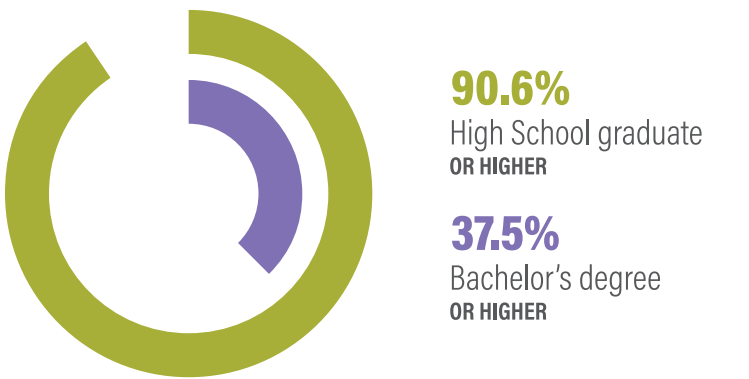


Source: 2016-2020 American Community Survey (ACS)

HOUSING



EDUCATION



INCOME & BENEFITS



Source: 2016-2020 American Community Survey (ACS)



PHOTO: MARK CORCORAN

EDUCATION

Public school students from kindergarten through 12th grade attend schools in the Ventura Unified School District. There are 17 elementary schools, 5 middle schools, and 5 high schools in the district plus homestead programs and open classrooms. There are numerous private education options at all grade levels.

Ventura hosts four college campuses: Ventura College, The Colleges of Law, Southern California Institute of Law, and Santa Barbara Business College. Ventura College is a two-year community college, part of the Ventura County Community College District, with approximately 14,000 students each semester. It was established in 1925 as the first college in Ventura County. The Colleges of Law and Southern California Institute of Law prepare graduates for careers in law-related fields. The Colleges of Law - Santa Barbara & Ventura, is a nonprofit, regionally accredited law school. Southern California Institute of Law is a private, independent educational institution established in 1986. Santa Barbara Business College offers a range of programs in business, healthcare, technology, law, and aviation.



COMPARISON TO OTHER CITIES

Below is a comparison of like-sized coastal charter cities within California

	VENTURA	SANTA BARBARA	CARLSBAD	SANTA MONICA	BERKELEY	NEWPORT BEACH
Population	108,467	90,911	114,411	91,600	123,065	86,694
Median household income	79,986	81,618	112,933	98,300	91,259	133,849
PER CAPITA COSTS						
General Government and Public Safety	\$814	\$1,038	\$906	\$2,635	\$1,486	\$1,429
Transportation and Community Development	\$270	\$415	\$298	\$2,505	\$457	\$448
Health and Culture and Leisure	\$151	\$270	\$270	\$951	\$498	\$626
Internal Service Fund	\$222	\$347	\$188	\$926	\$332	\$321
Debt Service and Capital Outlay	\$76	\$463	\$194	\$1,105	\$312	\$360
Enterprise Funds	\$521	\$1,685	\$749	\$1,086	\$922	\$369
TOTAL PER CAPITA COST	\$2,054	\$4,218	\$2,605	\$9,208	\$4,007	\$3,553

SOURCES:

- Population and median household income from the 2016-2020 American Community Survey 5-Year Estimates
- Expenditure data from California State Controller's Office - Cities Financial Data for FY 2019-20





BUDGET PROCESS

The City of Ventura adopts a budget annually. The budget is comprised of 32 different active funds, including the General Fund, as well as Enterprise funds: Water and Wastewater Funds. The City’s 2022-23 fiscal year runs from July 1, 2022 through June 30, 2023.

Budget preparation begins with revenue projections. To make those projections as accurate as possible, six techniques are used, depending upon the unique characteristics of each revenue source.

- Trend analysis (i.e. month-to-month trend analysis)
- Time series techniques (i.e. moving averages)
- Econometric models (i.e. predictive statistics)
- Informed/expert judgment (i.e. advice of expert staff)
- Estimates from other governmental agencies (i.e. property valuation estimates)
- Estimates from staff, subject matter experts, consulting firms (i.e. sales tax projections)

Additional resources the City uses include information from the League of California Cities, Avenulnights Economic Overview, and other data available from the State of California, County of Ventura, U.S. Department of Labor, and other federal agencies.

FUND ACCOUNTING

The City of Ventura’s Basis of Budgeting is the same as the Basis of Accounting in accordance with Generally Accepted Accounting Principles (GAAP).

The budgets of governmental funds (General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds) are prepared on a modified accrual basis where revenues are recognized when they become measurable and available, and expenditures are recorded when the related liability is incurred; except that principal and interest payments on general long-term debt are recognized when due. Revenue availability criteria are defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (i.e., sixty days after fiscal year-end).

Budgets for proprietary funds (Internal Service Funds and Enterprise Funds) and fiduciary funds (RDA Successor Agency) are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred.

BUDGET CALENDAR

January 24, 2022	Budget Workshop #1	April 28, 2022	Proposed Budget Transmittal
January 24, 2022	Capital Plan Transmittal	May 3, 2022	Proposed Budget Presentation
February 7, 2022	City Council Goal Adoption	May 23, 2022	Budget Workshop #2
March 28, 2022	Capital Plan Adoption	June 13, 2022	Public Hearing: Budget Adoption





FY 2022-23 BUDGET PRINCIPLES

1. Promote the City’s long-term financial sustainability through monitoring and reporting on changes in pension liabilities and including those changes in the City’s long-term forecast.
2. Incorporate a budget assumption for employee vacancies and resulting salary savings into the forecast.
3. Actively pursue revenue enhancements and strive to achieve full cost recovery for all fee-based services, except where the City Council sees a clear public interest in providing a subsidy.
4. Clearly define the cost and timing of all cash outlays associated with major projects, to allow investment of idle cash, while maintaining liquidity.
5. Enhance and maintain core City services and infrastructure by prioritizing City Council adopted initiatives and strategies that contribute to the quality of life in Ventura.
6. Evaluate one-time revenues for highest and best investment.
7. Improve productivity through continual review of City services, identifying new programs/initiatives and enhancing, reducing, or eliminating existing programs.
8. Manage staff capacity to efficiently deliver services to the community through investment in new technologies that drive efficiency and productivity.
9. Develop programs and initiatives that strengthen Ventura’s standing as an employer of choice to retain and attract highly qualified personnel.
10. Proactively manage the loss of institutional knowledge through succession planning efforts including the ability to provide for overlap in critical positions, at the discretion of the City Manager.
11. Communicate the City’s financial position by continuing to refine the budget document and provide comparison to actual results, while enhancing the public’s access to financial information.
12. Increase reserves, on an annual basis, as funds are available.

FY 2022-23 MEASURE O BUDGET PRINCIPLES

1. Prioritize non-operational expenses.
2. Continue to prioritize funding for Public Safety, homelessness, street maintenance and beautification, and maintenance of current infrastructure and programs, while giving due consideration to other programs within the scope of Measure O.
3. Quickly move to complete current projects before starting new ones.
4. Increase public participation.



FY 2022-23 CITY COUNCIL GOALS

NEW GOALS

1. BROADBAND

Public Works

- Improve Citywide broadband accessibility.

2. FISCAL STABILITY

City Manager's Office

- Develop an Economic Development strategy.

3. FISCAL POLICIES

Finance

- Revise and adopt long-term and sustainable fiscal policies.

Human Resources

- Complete employee classification and compensation study.

4. HOUSING POLICIES

Community Development

- Implement the objectives of the Housing Element and pursue the pro-housing designation.



PHOTO: VISIT VENTURA

RETAIN FOCUS FOR MULTI-YEAR PROJECTS

City Manager's Office

- Expand and make permanent outdoor dining in Downtown Ventura with the Main Street Moves Program.
- Improve the City's entitlement and permitting process consistent with Matrix Report recommendations.
- VenturaWaterPure: Create local, drought-proof source of water supply.

Community Development

- Update the General Plan to include a new Climate Action and Resiliency Plan (CARP) and comprehensive Local Coastal Program (LCP) amendment.
- Improve the City's Historic Preservation process.

Information Technology

- Modernize the City's financial and human resource management systems.
- Update the City's radio systems to current technologies that allow for interagency operability.

Fire

- Create and adopt a sustainable five-year strategic plan.

Public Works

- Protect and restore Ventura's coastline through its Coastal Management Plan.
- Extend Olivas Park Drive and construct a levee.

BUDGET AWARDS

CSMFO AWARD CERTIFICATE



GFOA AWARD CERTIFICATE

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Ventura, California, for its Annual Budget for the fiscal year beginning July 01, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



BUDGET DISCUSSION





PHOTO: VISIT VENTURA, VENTURA HARBOR

BUDGET DISCUSSION

INTRODUCTION

The Budget Discussion section presents a high-level overview of the City's resources and obligations. The City of Ventura adopts a budget annually. The budget is comprised of 32 different funds, including the General Fund, as well as Enterprise funds: Water and Wastewater. The City's 2022-23 fiscal year runs from July 1, 2022 through June 30, 2023.

City Charter requires a balanced proposed budget to be submitted to City Council on or before May 1 of each year and budget adoption on or before June 30. The City's Charter considers a budget balanced when the expenditures do not exceed the annual revenues.

EXHIBIT 2.01.01

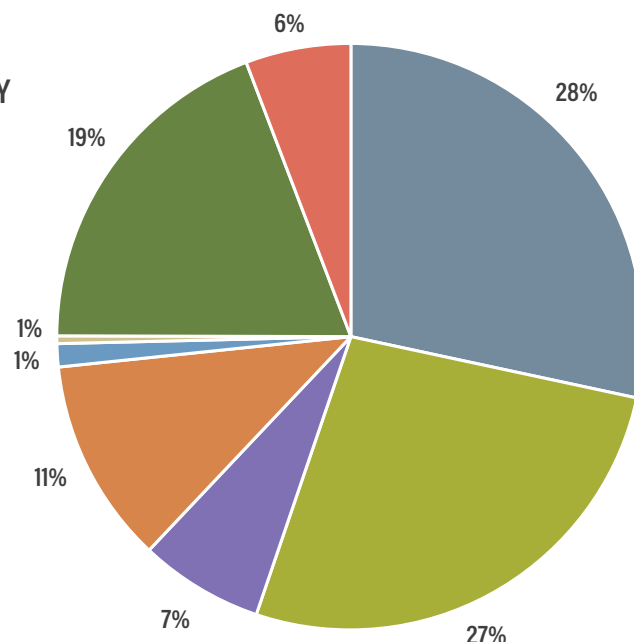
- FY 2022-23 CITYWIDE REVENUES BY CATEGORY

\$ IN MILLIONS	FY 2022-23 ADOPTED
REVENUE AND OTHER RESOURCES BY CATEGORY	
Taxes	113.0
Charges for Services	107.0
Other	45.0
Other Agencies	27.2
Licenses and Permits	5.0
Fines and Forfeitures	1.7
SUBTOTAL REVENUE	\$298.9
Prior Year Resources	76.3
Internal Transfers	23.1
TOTAL REVENUE AND OTHER RESOURCES	\$398.3

EXHIBIT 2.01.02

FY 2022-23 CITYWIDE REVENUES BY CATEGORY

- Taxes
- Charges for Services
- Other Agencies
- Other
- License & Permits
- Fines & Forfeitures
- Prior Year Resources
- Internal Transfers



2.01.03 - CITYWIDE REVENUES FY 2018-19 THROUGH FY 2022-23

\$ MILLIONS	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
Charges for Services	104.6	100.1	113.0	103.8	107.0
Property Tax	27.7	28.9	31.1	32.1	35.2
Sales Tax	26.8	27.0	28.8	28.4	33.3
Other Agencies	21.9	19.3	23.7	21.0	27.2
Utility Tax	7.6	7.7	7.9	7.8	8.1
Franchise Fees	4.5	4.6	4.8	4.6	4.9
Transient Occupancy Tax	6.2	5.4	5.0	5.5	8.0
Other Taxes	20.9	19.0	22.3	16.7	23.4
Licenses and Permits	6.0	4.4	4.4	4.7	5.1
Fines and Forfeitures	3.0	2.1	1.3	2.1	1.7
Use of Money and Property	7.5	7.5	4.6	2.8	3.1
Other Miscellaneous Revenue	7.0	26.3	37.9	7.0	41.9
SUBTOTAL REVENUES	\$243.7	\$252.3	\$284.8	\$236.5	\$298.9
Internal Transfers	16.8	20.8	20.8	13.8	23.1
Use of Fund Balance	-	-	-	53.1	76.3
TOTAL REVENUES AND OTHER RESOURCES	\$260.5	\$273.1	\$305.6	\$303.4	\$398.3

CITYWIDE SUMMARY

REVENUES

TAXES

The largest source of citywide revenues comes from taxes. Included in the taxes category are property taxes, sales taxes, utility taxes, Measure O's transaction and use tax, and other taxes. Overall, taxes support \$112,974,818 or 28% of the City's overall budget. This is a 19% increase from FY 2021-22 Adopted Budget of \$95,108,518.

EXHIBIT 2.02.01

- CITYWIDE TAXES BY FUND

\$ IN MILLIONS	FY 2022-23 ADOPTED
General Fund	94.1
Measure O	16.9
Transportation	1.2
Other	0.8
TOTAL	\$113.0

CHARGES FOR SERVICES

The second largest source of revenue citywide is Charges for Services, which is the primary source of revenue for the Water and Wastewater Operations funds as well as the Special Assessment Districts and Internal Service Funds. Overall, Charges for Services support \$106,976,016, or 27% of the City's overall budget. This is a 3% increase from FY 2021-22 Adopted Budget of \$103,807,613.

EXHIBIT 2.02.02

- CITYWIDE CHARGES FOR SERVICES BY FUND

\$ IN MILLIONS	FY 2022-23 ADOPTED
General Fund	16.1
Water Operations	31.1
Internal Service Funds	27.0
Wastewater Operations	27.0
Special Assessment Districts	3.0
Other Special Revenue Funds	0.5
Capital Funds	2.3
TOTAL	\$107.0

EXPENDITURES

EXHIBIT 2.02.03
- CITYWIDE EXPENDITURES BY DEPARTMENT

\$ IN MILLIONS	FY 2022-23 ADOPTED
EXPENDITURES BY DEPARTMENT	
Ventura Water	144.6
Public Works	73.4
Police	47.2
Parks & Recreation	29.7
Fire	27.2
Non-Departmental	18.7
Community Development	15.4
Human Resources	13.4
Finance	12.1
Information Technology	7.3
City Manager	5.6
City Attorney	3.4
City Council	0.3
TOTAL EXPENDITURES	\$398.3



EXHIBIT 2.02.04
CITYWIDE EXPENDITURES BY DEPARTMENT

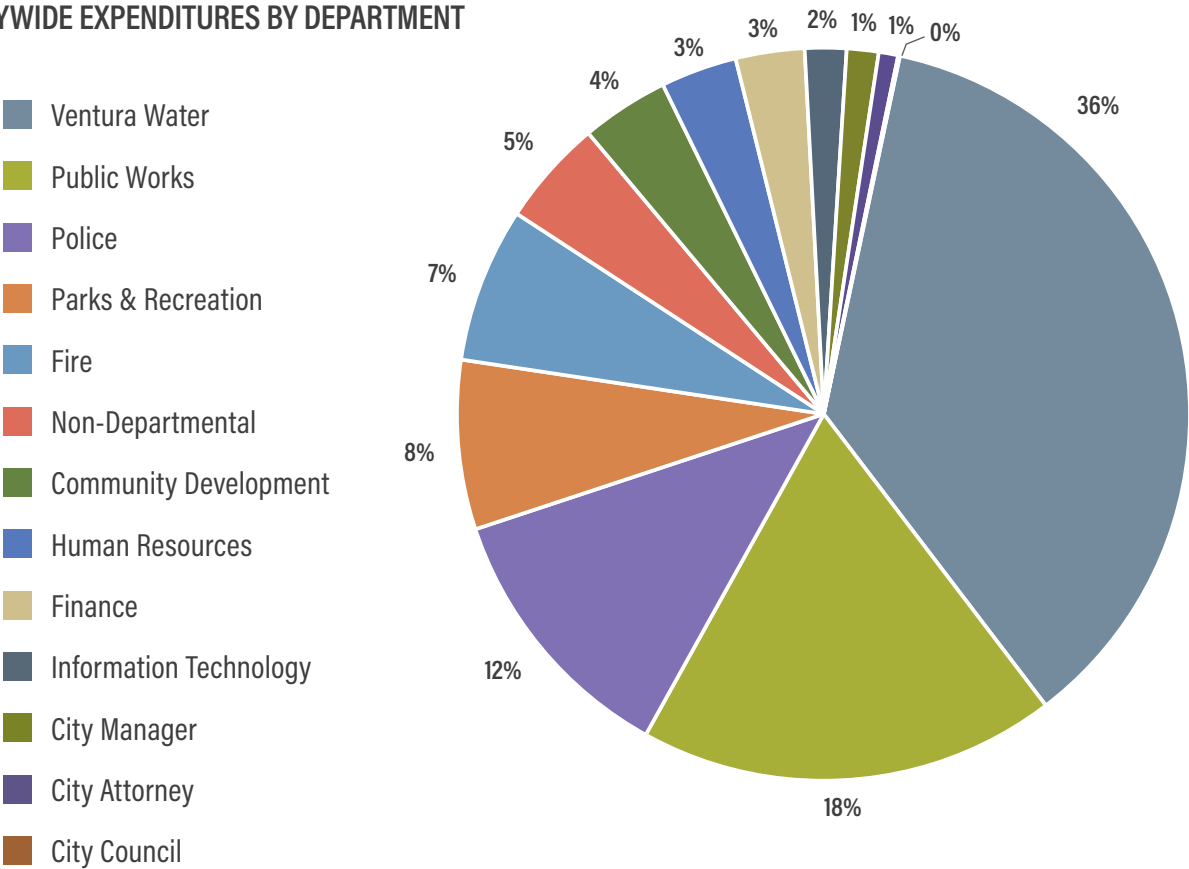


EXHIBIT 2.02.05

CITYWIDE EXPENDITURES BY CATEGORY

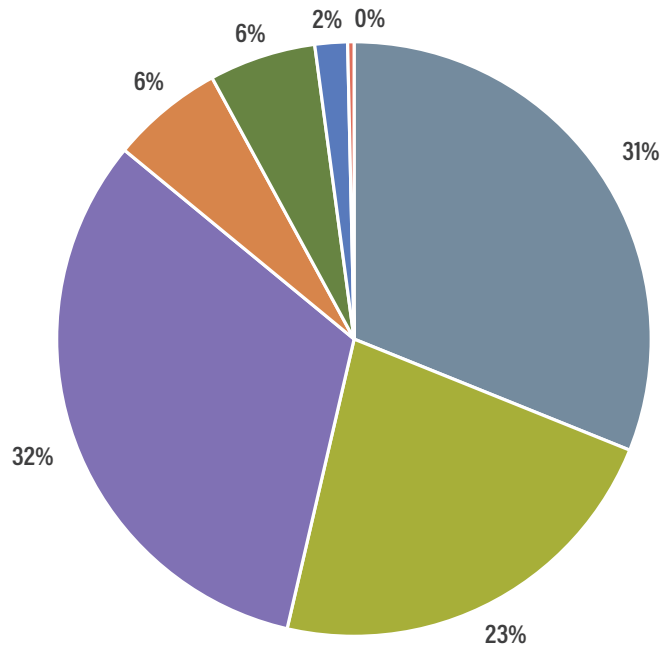
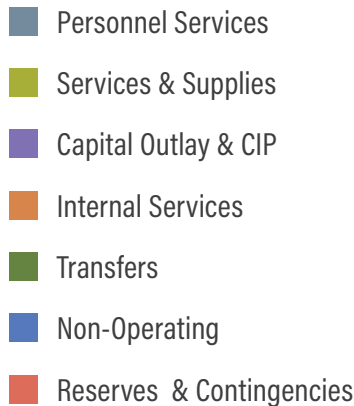


EXHIBIT 2.02.06

- CITYWIDE EXPENDITURES BY CATEGORY

\$ IN MILLIONS	FY 2022-23 ADOPTED
EXPENDITURES BY CATEGORY	
Capital Outlay & CIP	128.8
Personnel Services	123.8
Services and Supplies	89.7
Internal Services	24.4
SUBTOTAL EXPENDITURES	\$366.7
Transfers	23.1
Non-Operating	7.1
Reserves and Contingencies	1.4
TOTAL EXPENDITURES	\$398.3



PERSONNEL

As in prior years, expenditures in the FY 2022-23 Adopted Budget are largely focused on personnel costs, which account for approximately 31% of the citywide expenditure budget. Included in the personnel costs are salaries and overtime for full-time, part-time, and extra help employees as well as the associated benefit costs for those workers. Pension costs continue to rise, with pension cost increases anticipated on an annual basis through FY 2024-25.

REGULAR STAFF - FULL-TIME EQUIVALENTS (FTES)

FY 2021-22 Adopted Budget saw an increase in personnel services expenses in comparison to the prior year, which was significantly impacted by the COVID-19 pandemic. During the fiscal year, 9 positions of the 14 remained frozen. Moving forward, it is the intent of staff to discontinue the use of frozen positions as a budget balancing tool.

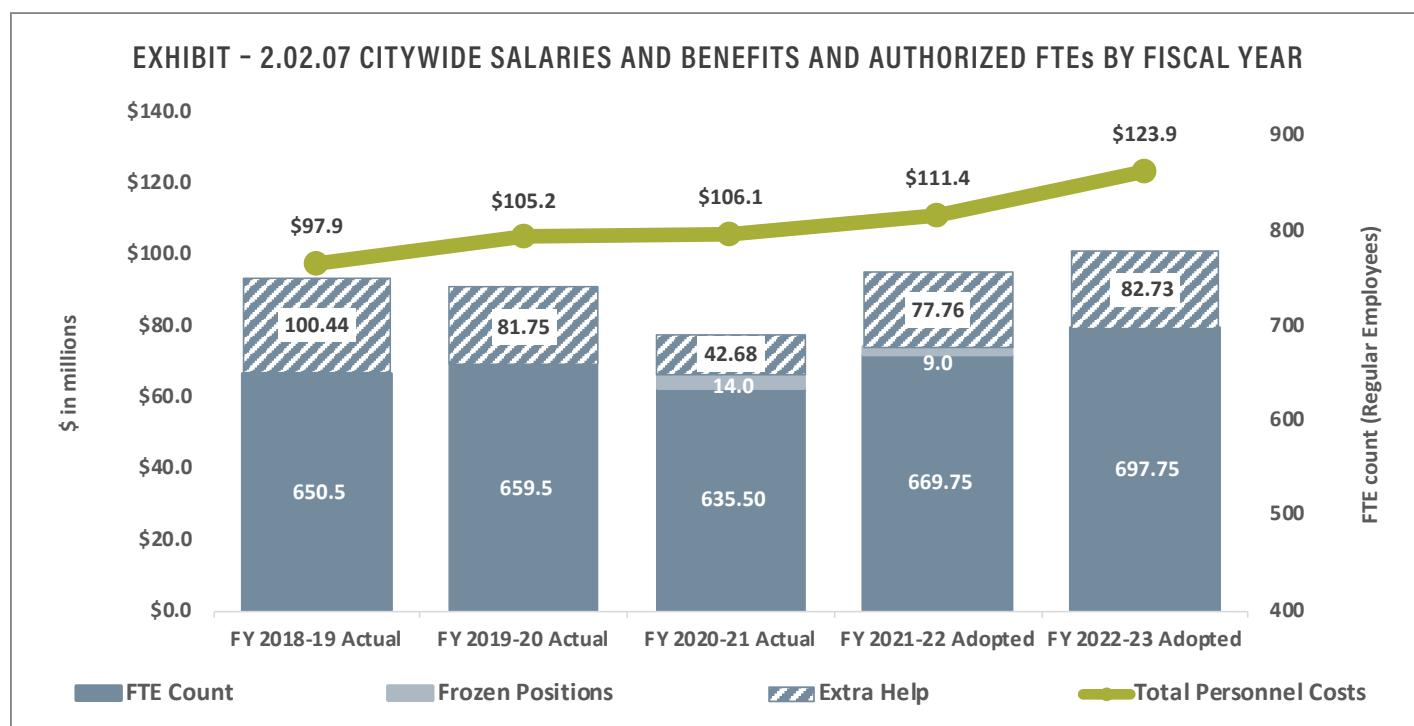
In FY 2022-23, staff reinstated merit increases, cost of living adjustments, and eliminated the employee furlough. The adopted budget unfreezes 3 positions and eliminates the remaining 6 frozen positions. Included in the FY 2022-23 Adopted Budget is the net addition of 25 new full-time positions: a net 3 positions that were added mid-year FY 2021-22 and a net 22 new positions in FY 2022-23.

Summary of FY 2021-22 mid-year position changes:

- **One (1) eliminated** Secretary position vacant in Community Development
- **One (1) HR Analyst** added to support citywide training efforts
- **One (1) Senior Civil Engineer** reallocated to create one (1) Sr. Accounting Assistant and one (1) Utilities Service Representative within Ventura Water
- **Two (2) Firefighter/Paramedic** positions added as part of the Fire Strategic Plan

The FY 2022-23 Adopted Budget creates the capacity for:

- **One (1) unfrozen** Sr. Engineering Technician within Public Works (100% cost offset)
- **One (1) unfrozen** Corporal within Police
- **One (1) unfrozen** Deputy Clerk within City Manager's Office
- **One (1) new** HR Technician within Human Resources (73% cost offset)
- **One (1) new** Sr. Management Analyst for the new Housing Division in Community Development
- **One (1) new** Civil Engineer for land development within Public Works
- **One (1) new** Fire Engineer as part of the Fire Strategic Plan
- **One (1) new** Fire Captain as part of the Fire Strategic Plan
- **Two (2) new** Fire Inspectors to conduct multi-family inspections within Fire (100% cost offset)
- **One (1) new** Assistant City Attorney within the City Attorney's Office (100% cost offset)
- **Three (3) new** Criminal Investigative Technicians within Police
- **One (1) new** Assistant City Clerk position for Board & Commission Support/Records Management within City Manager's Office
- **One (1) new** Sr. Financial Analyst to support CIP and Grants within Finance (100% cost offset)
- **One (1) new** Water Plant Operator within Ventura Water
- **One (1) new** Wastewater Collection Utility Worker within Ventura Water
- **One (1) new** Management Analyst for Fleet & Facilities within Public Works
- **One (1) new** Administrative Assistant within Information Technology
- **One (1) new** Customer Support Supervisor within Information Technology
- **Two (2) new** System Analysts within Information Technology
- **One (1) new** Park Supervisor position for Beautify and Maintain (BAM) within Parks and Recreation
- **One (1) new** Maintenance Worker II position for Beautify and Maintain (BAM) within Parks and Recreation





OVERTIME DETAILS

Most of the Overtime at the City is budgeted within the Fire and Police Departments.

Fire Department Overtime. About 70% of the Fire Department’s overtime is dedicated to providing coverage to the City’s six stations around the clock. Coverage is required when there is a vacancy on the shift. Vacancies occur due to Firefighter illness, injury, military leave, vacation leave, or because there is an actual FTE position vacant within the department.

Overtime within the Fire Department is also incurred as a result of mutual aid to other municipalities. There is a

separate mutual aid project in the budget, separate from the General Fund, that is utilized for this cooperative service. All Fire Department overtime costs associated with providing assistance to a neighboring community are covered by the agreement and are returned to the City, usually within a matter of months. These costs fluctuate annually based on the severity of the fire season and how frequently our region is called upon to provide mutual aid.

Police Department Overtime. The Police Department functions 24/7 and the primary drivers of overtime are in covering of minimum staffing requirements for patrol operations, investigative call-outs and investigations, and maintaining minimum staffing in the dispatch center.

EXHIBIT 2.02.08 - CITYWIDE OVERTIME BY DEPARTMENT BY FISCAL YEAR

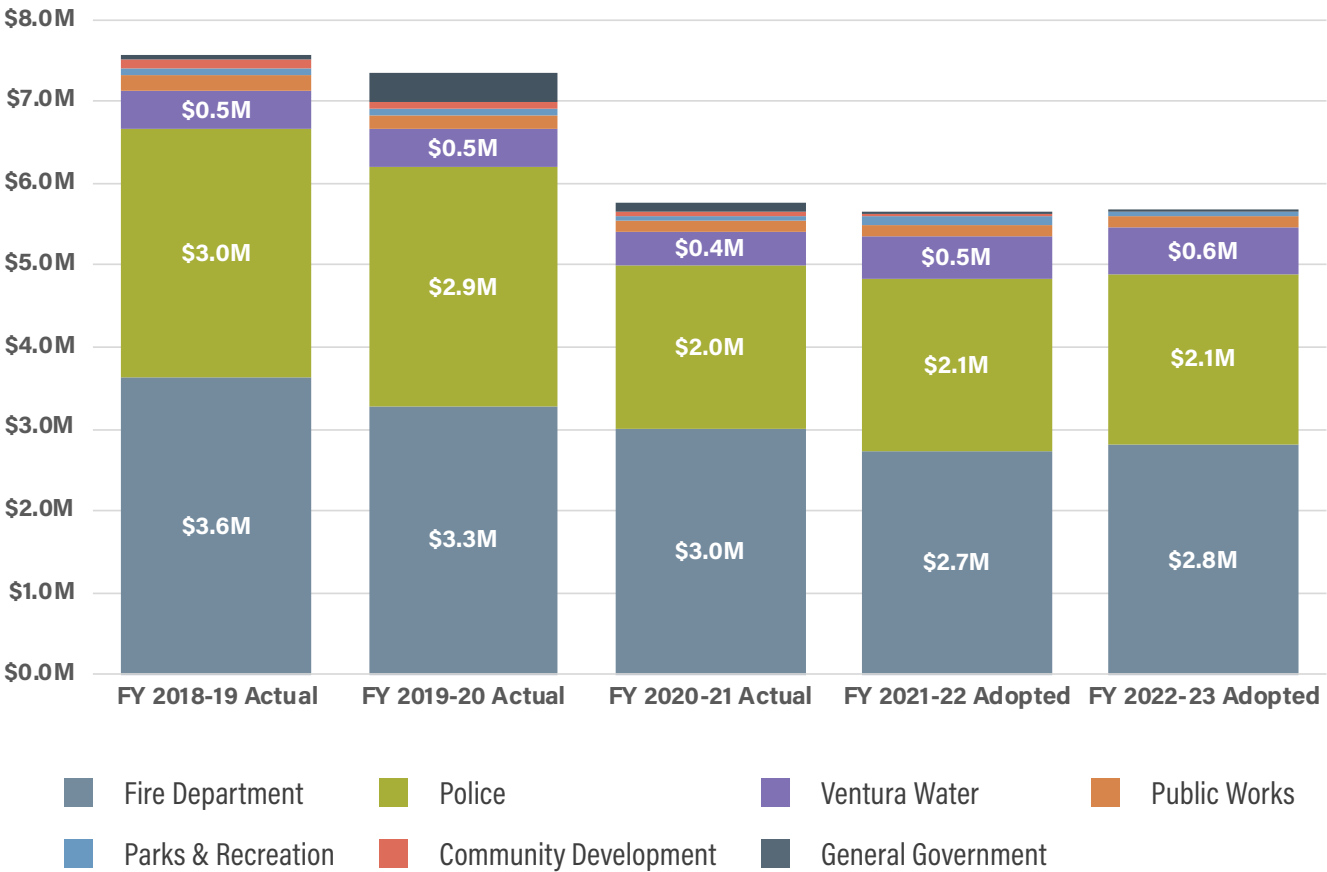
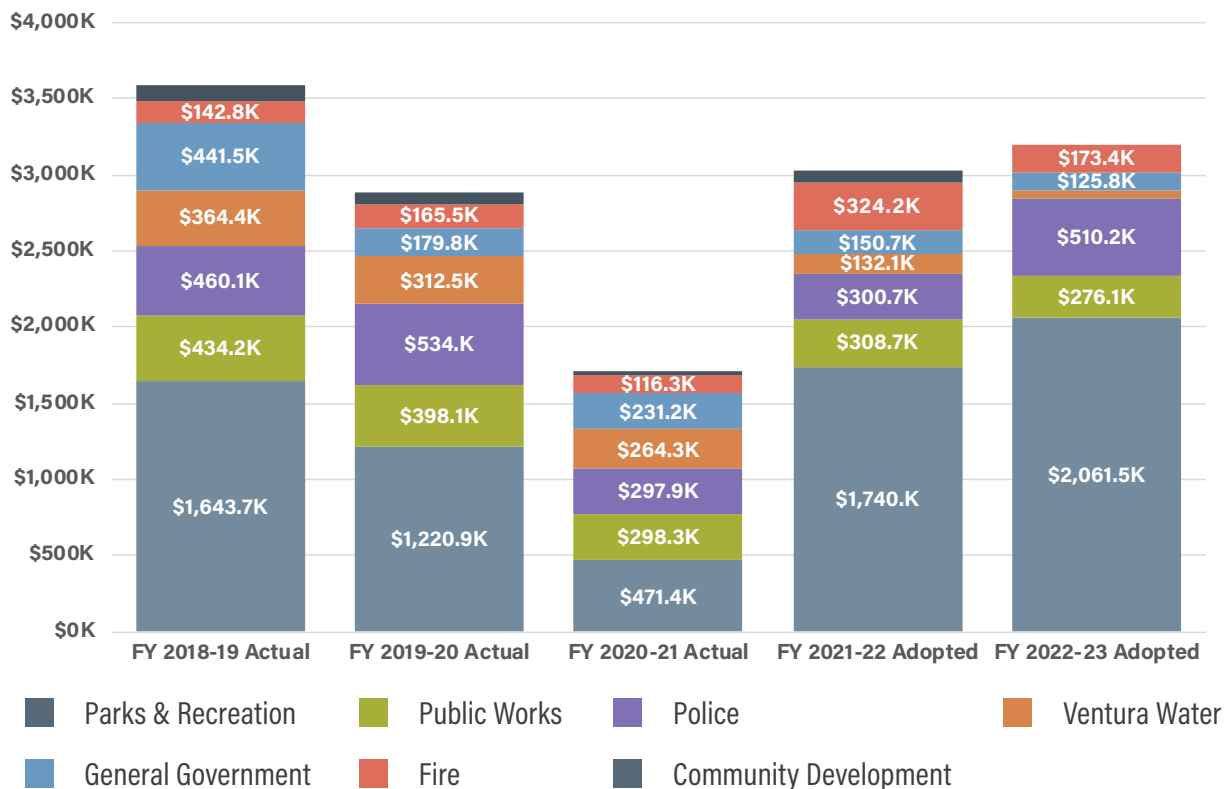


EXHIBIT 2.02.09 - CITYWIDE EXTRA HELP BY DEPARTMENT BY FISCAL YEAR



EXTRA-HELP DETAILS

In comparison to other City departments, the Parks and Recreation Department funds approximately 65% of the citywide total of \$3,194,829 for extra help in the FY 2022-23 Adopted Budget. Parks and Recreation extra help staff are utilized for a variety of programs such as after school programs, summer camps, classes and programs through My Ventura, administrative and customer service support, special events, weekend parks maintenance, and parking booth staffing. After school programs, classes, camps and the parking booth attendants all generate revenue that offset cost of extra help staff. Customer service support, special events, and park maintenance have all been identified as part of department service levels provided to our residents and visitors.

In FY 2021-22, the extra help budget within Parks and Recreation was \$1,740,049. In the FY 2022-23 Adopted Budget it's \$2,061,470, a 19% increase. Staff expects Parks and Recreations programs to be restored as a result of the declining COVID-19 pandemic and the adopted budget contains the resources necessary to fund extra help staff for these programs.

SERVICES AND SUPPLIES

Included in this category are professional services contracts, office supplies, trainings, and many additional operating expenditures. Services and supplies make up \$89,708,269 or 23% of the citywide expenditures budget.

CAPITAL

Capital costs make up the largest component of the citywide expenditures budget. In total, the capital budget for FY 2022-23 is \$128,805,259, or 32% of citywide budget. Contained within this number are costs associated with Capital Outlay and Capital Improvement Projects. Capital Outlay includes land or equipment purchases having a useful life of five years or more and costing \$10,000 or more. The Capital Outlay budget in FY 2022-23 is \$5,668,911. Capital Improvement Projects are specific undertakings involving the procurement, construction, or installation of facilities and related equipment which improves, preserves, enhances, or modernizes the City's provision of municipal services. Capital Improvement Projects are included in the Capital Improvement Plan. More information on these projects are outlined in the "Capital Improvement Plan" section of this book. The budget for Capital Improvement Projects totals \$123,136,348.

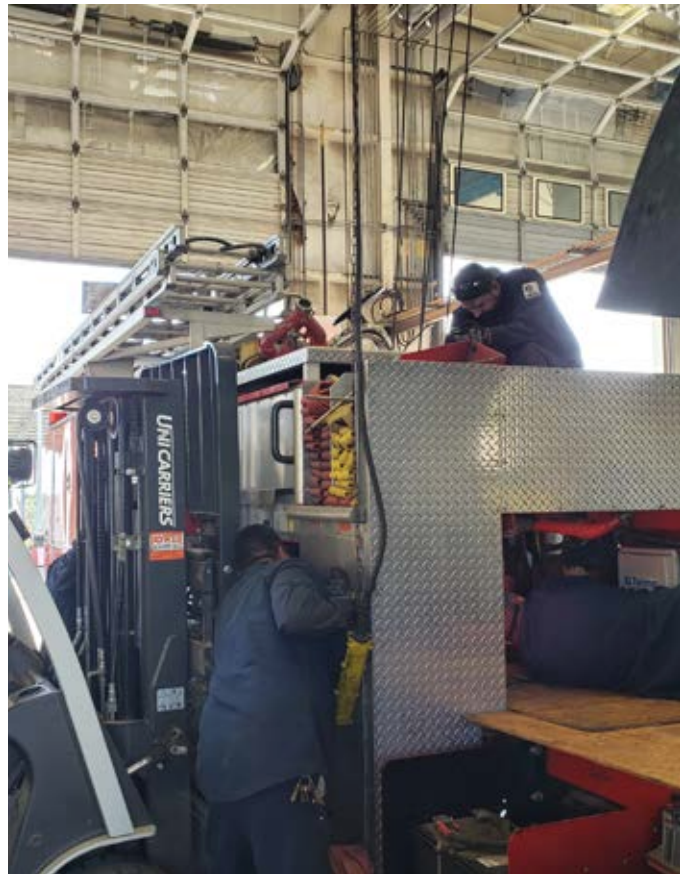
EXHIBIT 2.02.10 - INTERNAL SERVICES BY FUND BY FISCAL YEAR

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
General Fund	13,003,560	12,769,137	14,488,276	15,259,686	16,416,737
Measure O	11,287	44,333	359,546	346,666	502,875
Water Operations	3,026,256	3,135,814	3,356,380	3,401,294	3,735,612
Wastewater Operations	2,269,427	2,252,960	2,278,371	2,325,197	2,480,521
SPECIAL REVENUE FUNDS					
Transportation Development Act	107,097	101,961	101,076	109,813	116,157
Transportation	389	23	271	-	-
Gas Tax	1,607	1,763	2,024	-	9,020
Housing and Urban Development	16,262	16,624	11,208	12,628	6,206
Downtown Parking District	60,785	81,577	72,561	70,940	79,655
Maintenance Assessment Districts	-	-	-	812	812
Street Light Maintenance District	101,050	2,466	2,466	2,466	2,466
Property Based Improvement District	506	-	-	-	-
RDA Successor Agency	111,272	20,043	17,996	18,322	18,626
Other Special Revenue Funds	263,155	132,469	128,277	142,461	167,149
CAPITAL FUNDS					
General Capital	2,819	1,053	1,809	-	-
Water and Wastewater Capital	9,548	7,410	5,670	-	-
Internal Service Funds	756,591	921,162	1,082,144	883,899	820,881
TOTAL	\$19,741,611	\$19,488,796	\$21,908,074	\$22,574,184	\$24,356,717

INTERNAL SERVICES

The City recognizes that some basic governmental functions support all citywide operations. For instances such as these, separate "Internal Service" funds have been created to house these costs and the costs can then be passed on to the fund, department, or project which incurs the cost. Some examples of Internal Service Funds at the City include Fleet, Facilities, Information Technology, and Digital Publishing. The rates charged for these services are determined through periodic rate studies performed by either City staff or an outside consultant. Tracking these costs in separate funds enables staff to ensure full cost-recovery for these services.

In these examples, an expense will be imposed in a corresponding department or project for the type of services that is being provided. That expense will then show as a revenue in the respective internal service funds. Internal services make up the fourth largest expenditure category citywide. In FY 2022-23 is \$24,356,717, or 6% of all expenditures. This was a 8% increase over last year's Internal Services budget of \$22,574,184 due largely to an increase in estimated Fleet and Facilities costs.



GENERAL FUND SUMMARY

The adopted General Fund revenue budget is \$142,519,633 which is \$18,277,126 higher than last year's adopted budget. This increase in budget is largely attributable to the continued growth in Taxes and also the growth in Charges for Services driven by the Parks and Recreation department offering more recreational classes and programs as COVID-19 restrictions continue to be lifted. Included in the FY 2022-23 Adopted Budget is \$8,073,018 in prior year resources; \$550,000 is a budgeted use of reserves specifically set aside for Housing Preservation funds and for the Fire Station #7 Design, and \$7.5M is a budgeted use of reserves for Investment Plan projects: \$3.5 million for the new ERP system, \$1.7 million for Fire Facilities, \$808,825 for the Ventura Event Center, \$716,936 for Personnel Enhancements, \$369,757 for Beautify and Maintain (BAM) Project, \$239,500 for One Stop Permit Shop, and \$188,000 for City Hall Repairs and Buildout.

The General Fund expenditures are balanced at \$142,519,633 for both ongoing and one-time costs. The largest expenditure by category is Personnel Services at 63% of the total General Fund budget.



EXHIBIT 2.03.01 - KEY GENERAL FUND REVENUES BY FISCAL YEAR

\$ MILLIONS	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
Property Tax	27.7	28.9	31.1	32.1	35.2
Sales Tax	26.8	27.0	28.8	28.4	33.3
Other Taxes					
Transient Occupancy Tax	6.2	5.4	5.0	5.6	8.0
Other Taxes	4.8	4.5	3.0	3.1	4.5
Franchise Fees	4.5	4.6	4.8	4.6	4.9
Charges for Services	15.7	15.5	23.0	14.3	16.1
Other Agencies	10.7	11.4	14.0	13.3	12.8
Utility Tax	7.6	7.7	7.9	7.8	8.1
Licenses and Permits	5.4	4.0	4.3	4.4	4.6
Fines and Forfeitures	3.0	2.1	1.3	2.1	1.7
Other Miscellaneous Revenue	2.6	5.4	5.8	2.5	2.2
Use of Money and Property	2.3	2.2	1.3	1.3	1.4
SUBTOTAL REVENUE	\$117.3	\$118.7	\$130.3	\$119.5	\$132.8
Internal Transfers	1.5	5.8	9.4	1.4	1.6
Use of Fund Balance	-	-	-	3.3	8.1
TOTAL REVENUE AND OTHER RESOURCES	\$118.8	\$124.5	\$139.7	\$124.2	\$142.5

REVENUES

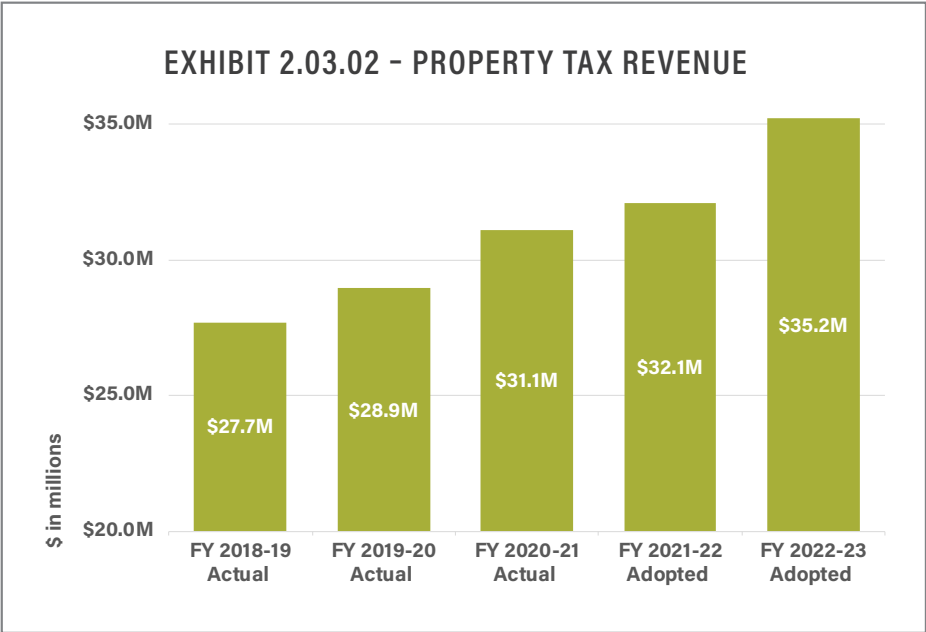
A description of the top four revenues, which represent approximately 71% of the General Fund's operating revenue budget follows:



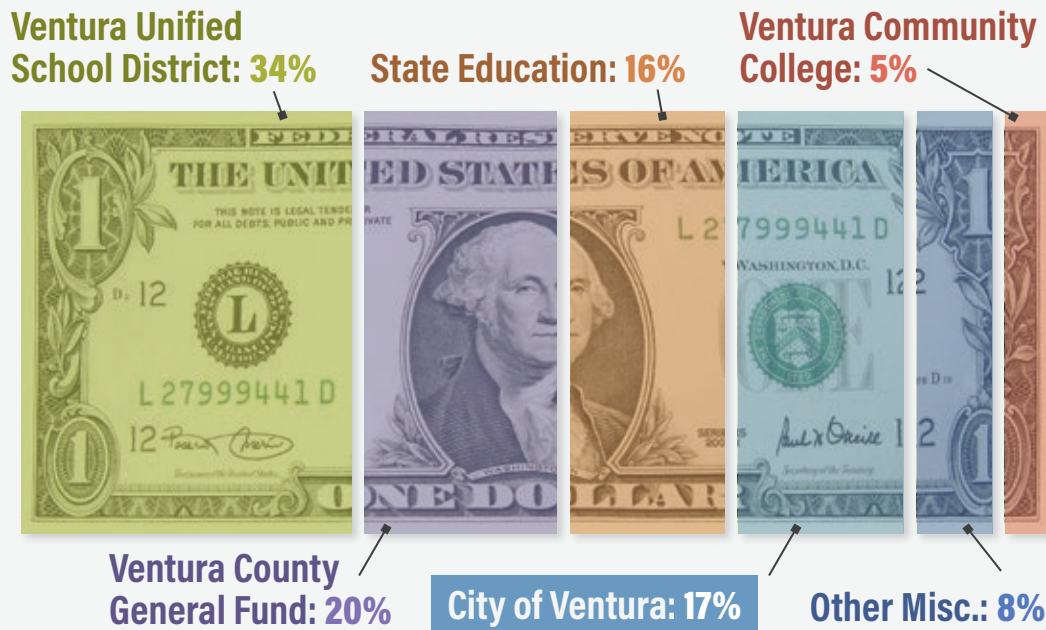
PROPERTY TAX

The City receives approximately 16.7 cents out of every dollar of annual property tax assessment on real and tangible personal property located within its borders. The property tax budget for FY 2022-23 is \$35,234,221.

The FY 2022-23 Adopted Budget of \$35,234,221 for property taxes factors a projected increase of 10% from FY 2021-22 Adopted. This increase is consistent with what we have seen historically and reflects the City’s belief that the housing market will remain strong through FY 2022-23.



HOW YOUR PROPERTY TAX DOLLAR IS DIVIDED*

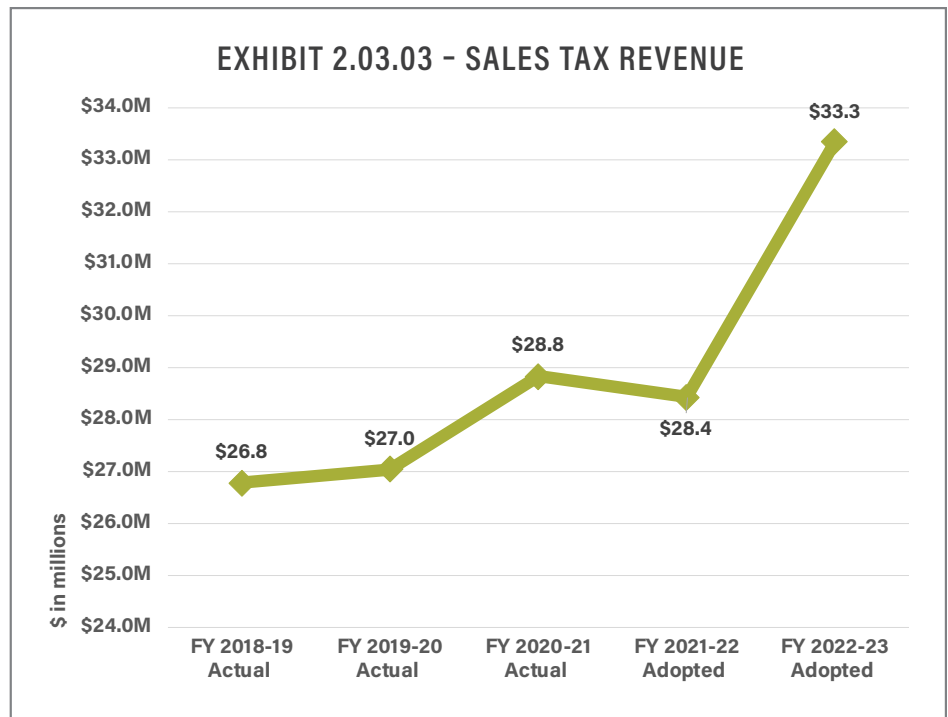


*Based on a typical property tax bill

SALES TAX

The City receives less than one cent of the 7.25 cents per dollar statewide sales tax collected from retail sales transactions in the City. All \$33,329,301 of the budgeted sales tax revenue is included in the City's General Fund.

Sales Tax has been impacted by two major factors in recent years: COVID-19 and the United States Supreme Court decision in *South Dakota v. Wayfair*. The *Wayfair* decision, decided in 2018, allowed states to collect sales tax from companies based on the establishment of an "economic nexus" as opposed to the "physical presence" rule that was established in the earlier *Quill Corp. v. North Dakota* decision. The result of this decision meant that the City of Ventura would generally receive more money in Sales Tax revenues for online sales than it had in prior years. The City first began to realize the impact of the decision in December 2019 and saw a substantial



increase in sales tax disbursements. However, three months later, COVID-19 dealt a colossal blow to sales tax revenues when non-essential businesses were forced to shut down. The additional revenues the City had expected to see as a result of *Wayfair* decision were almost entirely washed away during that time. With those two major factors, revenues have been steadily increasing and continue to for the FY 2022-23 Adopted Budget. The FY 2022-23 total revenue budget of \$33,329,301 for sales tax is a 17% increase over FY 2021-22 Adopted.

HOW YOUR SALES TAX DOLLAR IS DIVIDED*

State General Fund & Local Revenue Fund: 71%

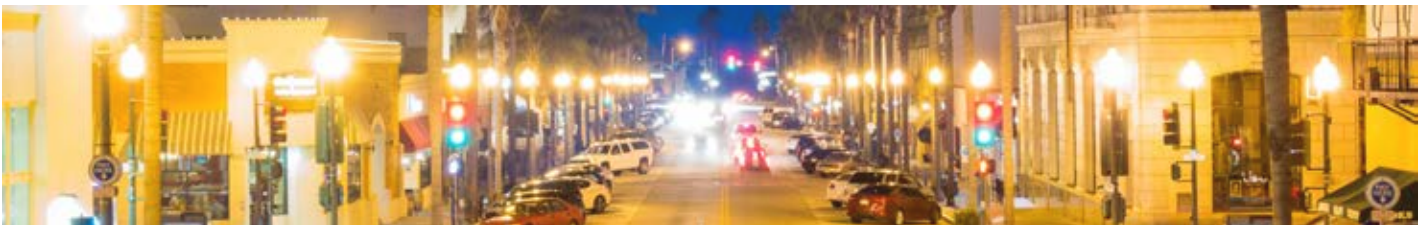
Local Public Safety: 6%



City of Ventura: 19%

Local Transportation: 4%

*Includes Measure O's half-cent transaction and use tax.



DOWNTOWN VENTURA

OTHER TAXES

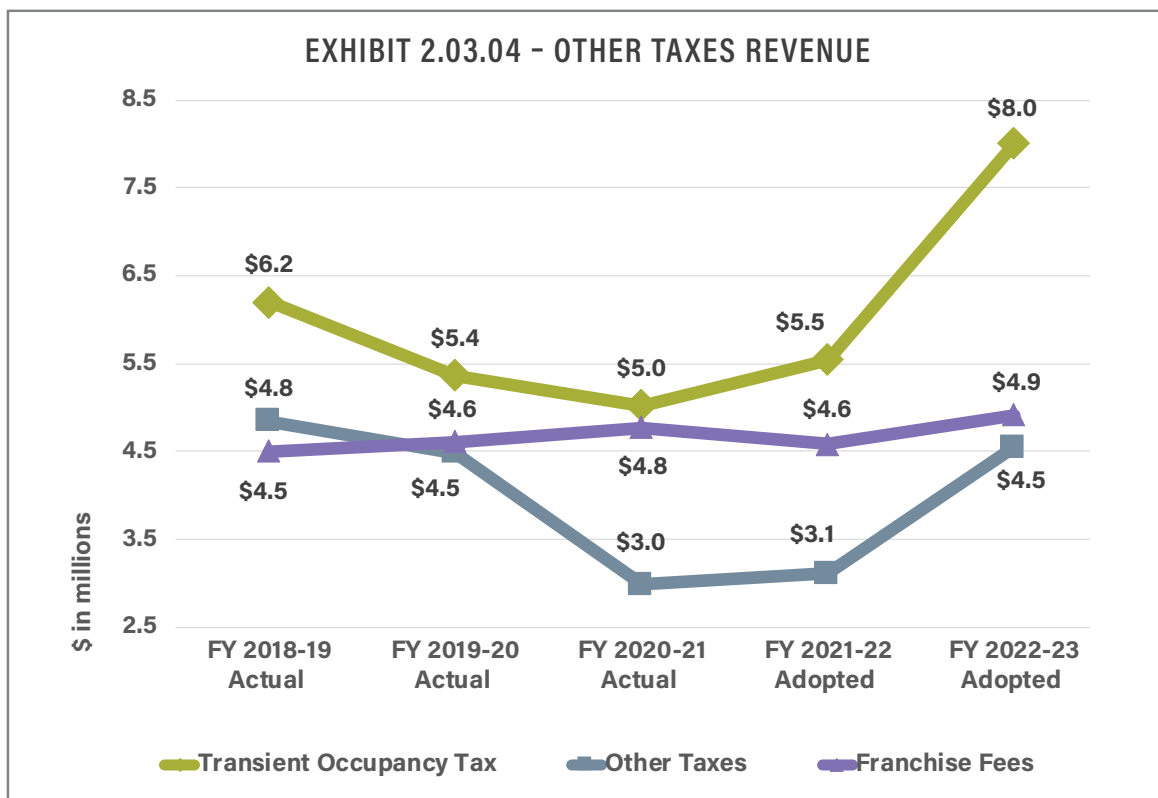
The FY 2022-23 Adopted Budget for Other Taxes is \$17,461,631. Majority of the revenues within Other Taxes comes from transient occupancy tax (TOT) (\$7,999,079) and franchise fees (\$4,917,970). The remaining tax revenues come from business licenses (\$1,822,666), cardroom taxes (\$1,333,333), cannabis and tobacco business taxes (\$486,100), and other miscellaneous taxes (\$902,483).

The TOT is levied for the privilege of occupying a room or other living space in a hotel, motel, or other tourist housing. The FY 2022-23 Adopted Budget includes an increase to TOT as a result of the anticipated lifting of travel restrictions related to the COVID-19 pandemic. This budget reflects a 44% increase over FY 2021-22 Adopted Budget.

Franchise fees are paid to a municipality in exchange for use of the public streets and rights-of-way and for the authorization to operate utilities within that municipality. Most franchise fees have remained steady over the last four fiscal years.

Business licensing fees are taxes paid for the privilege of obtaining a legal document that grants one the right to operate a business within the City limits. The FY 2022-23 Adopted Budget for business license is \$1,822,666. Cannabis and tobacco retailer business taxes delivery permits were awarded for the privilege of delivering cannabis within the City limits and are a new source of revenue since FY 2021-22. The adopted budget for this revenue is \$486,100. A major tax that was lost in FY 2021-22 is cardroom tax and it is now back in FY 2022-23 in a new location at the Ventura County Fair Grounds. The cardroom tax is a license tax for the privilege of operating a cardroom within the City that was enacted to raise revenue for municipal purposes. The FY 2022-23 Adopted Budget for cardroom tax is \$1,333,333.

The remaining \$902,483 in the Other Taxes category is for various miscellaneous taxes: Real Property Tax, Parimutual Wagering and PEG Fees.



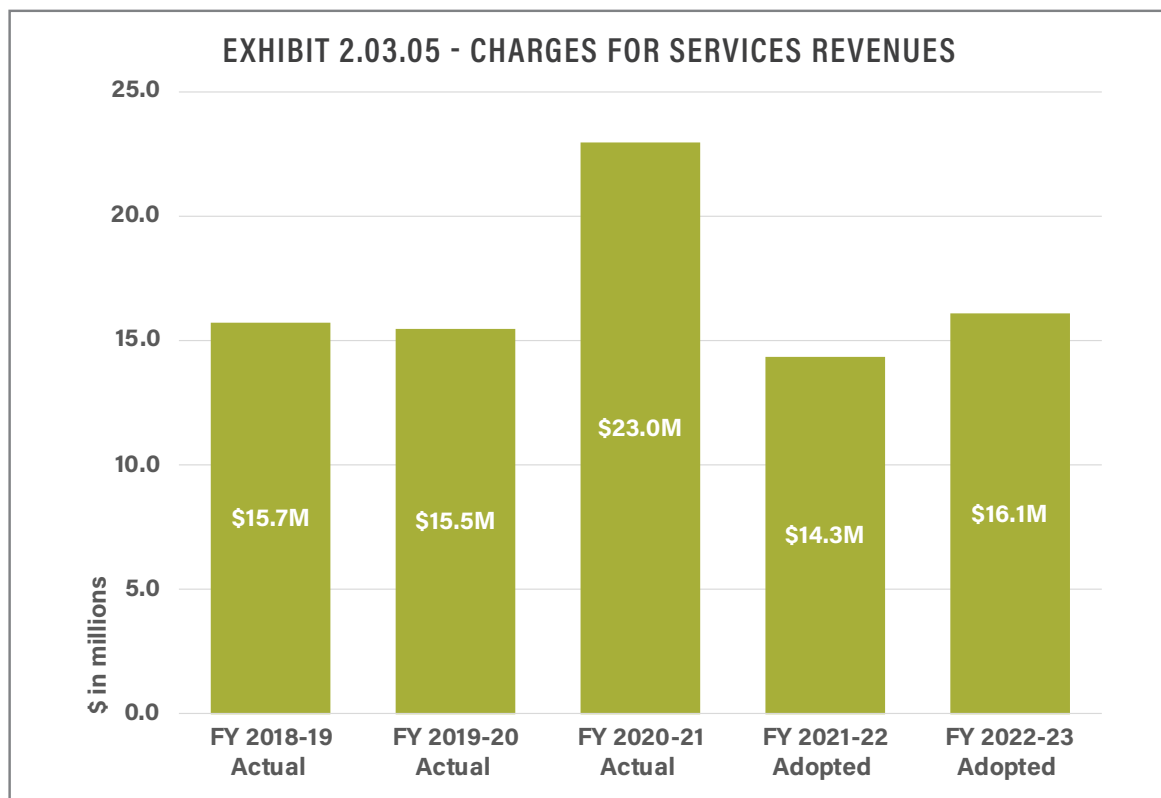


OLIVAS LINKS GOLF COURSE

CHARGES FOR SERVICES

Charges for Services in the General Fund are budgeted at \$16,069,605 for FY 2022-23. The largest source of revenue within Charges for Services comes from Ventura's two golf courses: Buenaventura and Olivas Links. Prior to FY 2017-18, golf revenues and expenditures were housed within a separate fund. Beginning FY 2017-18, however, that fund was merged into the General Fund. Golf revenues make up \$5,865,911 of the Charges for Services revenue budget.

The second largest component within Charges for Services is an Internal Service charge for administration that is expensed to other funds and helps cover the expense of citywide administration. The FY 2022-23 budget for administration is \$2,274,183.



EXPENDITURES

EXHIBIT 2.03.06 - GENERAL FUND EXPENDITURES BY DEPARTMENT

\$ IN MILLIONS	FY 2022-23 ADOPTED
EXPENDITURES BY DEPARTMENT	
Police	42.0
Fire	24.2
Parks & Recreation	22.8
Non-Departmental	18.4
Public Works	11.9
Community Development	9.1
City Manager	5.2
Finance	4.7
City Attorney	2.3
Human Resources	1.6
City Council	0.3
TOTAL EXPENDITURES	\$142.5

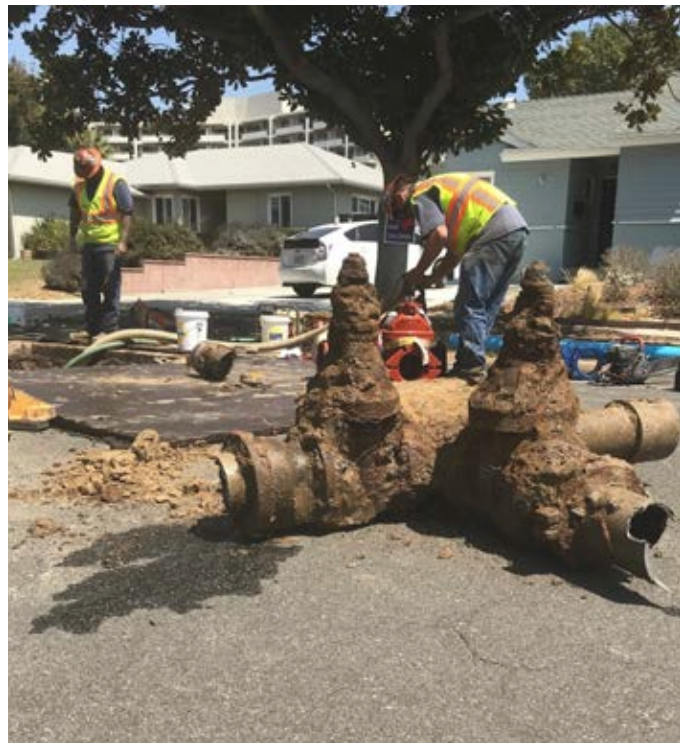


EXHIBIT 2.03.07 - GENERAL FUND EXPENDITURES BY CATEGORY

\$ MILLIONS	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
EXPENDITURES BY CATEGORY					
Personnel Services	72.7	76.0	76.1	79.7	90.0
Services And Supplies	24.2	22.4	21.8	24.5	25.5
Internal Services	13.0	12.8	14.5	15.2	16.4
Capital Outlay	0.3	0.5	0.1	0.1	0.3
SUBTOTAL EXPENDITURES	\$110.2	\$111.7	\$112.5	\$119.5	\$132.2
Non-Operating	1.3	0.4	0.7	0.2	-
Reserves And Contingencies	-	-	-	0.6	0.4
Transfers	3.3	7.1	5.5	3.9	9.9
TOTAL EXPENDITURES	\$114.8	\$119.2	\$118.7	\$124.2	\$142.5



PERSONNEL SERVICES

As in prior years, Personnel Services is the largest expenditure within the General Fund. In FY 2022-23 there is an 13% increase in personnel expenses over FY 2021-22 Adopted Budget. This is primarily because FY 2021-22 Adopted Budget contained 9 frozen positions. In addition, Parks and Recreation Extra Help had been partially reduced due to COVID-19's impact on programs and recreational classes. The FY 2022-23 Adopted Budget eliminates those reductions and proposes a cost-of-living increase for staff as well as the addition of new FTEs. Changes to personnel are explained in more detail in the Personnel Services section under citywide Expenditures.

SERVICES AND SUPPLIES

The second largest expenditure within the General Fund is Services and Supplies. The FY 2022-23 Adopted Budget for Services and Supplies is \$25,493,764, which is an increase of 4% over the FY 2021-22 Adopted Budget of \$24,465,114. Some of this increase is related to restoring some of the cuts that had been made during the budget balancing effort related to the COVID-19 pandemic. Specifically, within Parks and Recreation, tree maintenance and library costs are shifted from Measure O back to the General Fund where they were budgeted prior to the pandemic.





GENERAL FUND FINANCIAL OUTLOOK

EXHIBIT 2.03.08

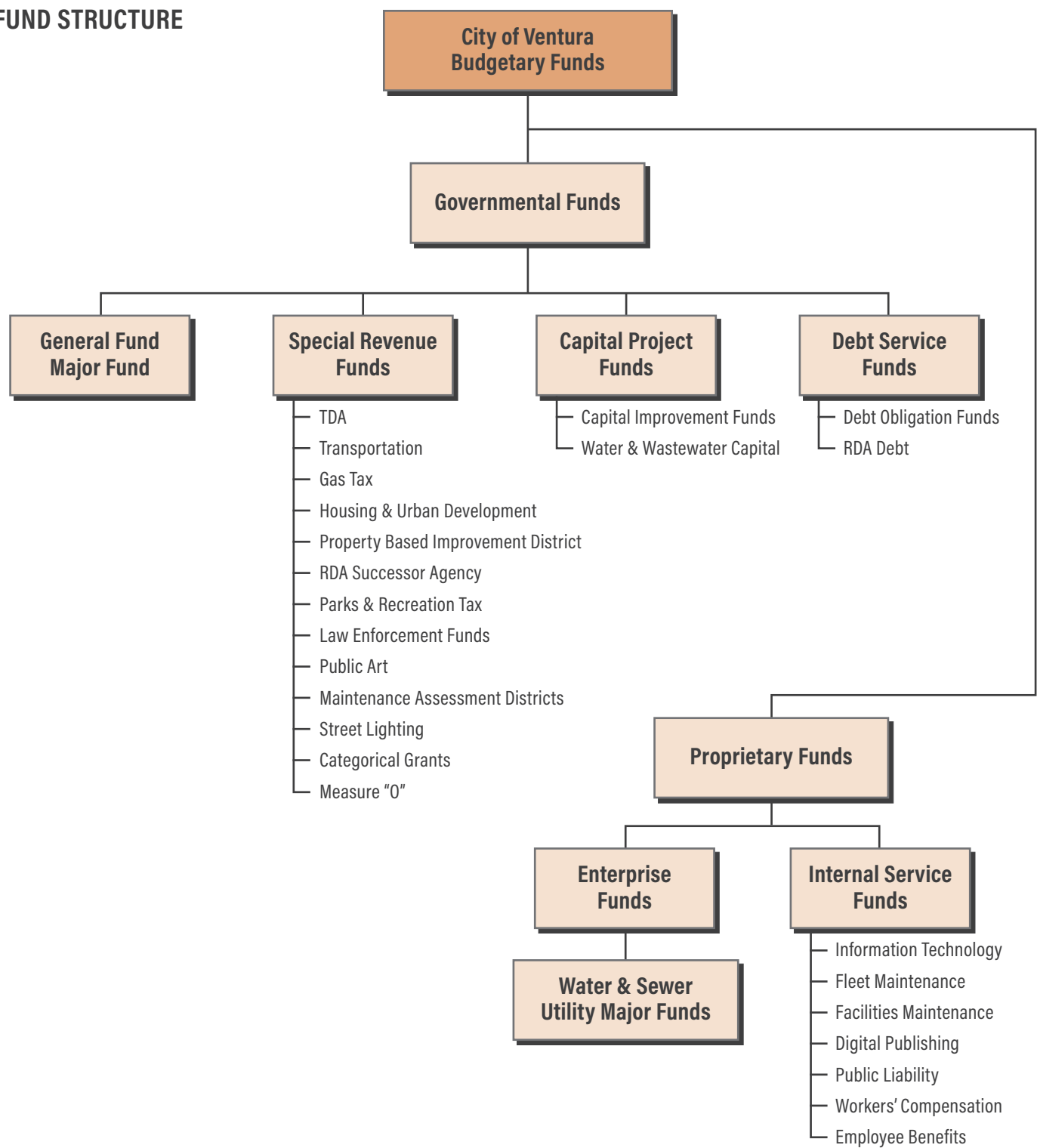
\$ MILLIONS	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	FY 2023-24 ESTIMATE	FY 2024-25 ESTIMATE	FY 2025-26 ESTIMATE	FY 2026-27 ESTIMATE	FY 2027-28 ESTIMATE
REVENUES AND OTHER RESOURCES BY CATEGORY								
Property Tax	31.1	32.1	35.2	36.7	38.8	40.9	43.3	45.7
Sales Tax	28.8	28.4	33.3	34.2	34.6	35.6	36.8	38.0
Charges for Services	23.0	14.3	16.1	16.6	16.7	16.8	16.8	16.9
Other Agencies	14.0	13.3	12.7	13.3	13.8	14.3	14.7	15.2
Utility Tax	7.9	7.7	8.1	8.7	8.8	8.8	8.9	9.0
Licenses and Permits	4.3	4.4	4.6	4.6	4.6	4.6	4.6	4.6
Other Taxes	12.8	13.2	17.5	16.9	17.9	18.2	18.5	18.7
Fines and Forfeitures	1.3	2.1	1.7	1.8	1.9	1.9	1.9	1.9
Use of Money and Property	1.3	1.3	1.4	1.7	1.8	2.0	2.1	2.3
Other Miscellaneous Revenue	5.8	2.5	2.2	2.2	2.2	2.3	2.3	2.4
SUBTOTAL REVENUES	\$130.3	\$119.5	\$132.8	\$136.8	\$141.0	\$145.3	\$150.1	\$154.9
Internal Transfers	9.4	1.4	1.6	1.6	1.6	1.6	1.7	1.7
Use of Fund Balance	0.0	3.3	8.1	0.3	0.3	0.3	0.3	0.3
TOTAL REVENUES AND OTHER RESOURCES	\$139.7	\$124.2	\$142.5	\$138.7	\$143.0	\$147.3	\$152.0	\$156.8

\$ MILLIONS	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	FY 2023-24 ESTIMATE	FY 2024-25 ESTIMATE	FY 2025-26 ESTIMATE	FY 2026-27 ESTIMATE	FY 2027-28 ESTIMATE
EXPENDITURES BY CATEGORY								
Personnel Services	76.1	79.7	90.0	91.3	94.3	97.6	101.2	105.1
Services And Supplies	21.8	24.5	25.5	25.3	25.8	26.3	26.9	27.4
Internal Services	14.5	15.3	16.4	16.8	17.2	17.7	18.1	18.6
Capital Outlay	0.1	0.1	0.3	0.2	0.2	0.2	0.2	0.2
SUBTOTAL EXPENDITURES	\$112.5	\$119.5	\$132.2	\$133.6	\$137.5	\$141.8	\$146.4	\$151.2
Non-Operating	0.7	0.2	0.0	0.0	0.0	0.0	0.0	0.0
Reserves And Contingencies	0.0	0.6	0.4	0.3	0.3	0.3	0.3	0.3
Transfers	5.5	3.9	9.9	2.6	2.6	2.6	2.6	2.7
TOTAL EXPENDITURES	\$118.7	\$124.2	\$142.5	\$136.5	\$140.4	\$144.8	\$149.4	\$154.2
ESTIMATED AVAILABLE FUND BALANCE		\$24.6	\$24.0	\$26.3	\$28.8	\$31.3	\$33.9	\$36.5

An aerial photograph of a coastal town and beach, overlaid with a semi-transparent orange filter. The image shows a large body of water on the left, a sandy beach in the center, and a densely populated town on the right. The text "INDIVIDUAL FUND SUMMARIES" is written in a white, serif font across the bottom right portion of the image.

INDIVIDUAL FUND SUMMARIES

FUND STRUCTURE



FUND DESCRIPTIONS

The City is organized into 32 individual funds, which must all be balanced such that the expenditures do not exceed the revenues. The funds are further broken into two types of funds: governmental and proprietary.

GOVERNMENTAL FUNDS

1. **General Fund** - The General Fund was established to account for the sources and uses of financial resources traditionally associated with governments which are not required to be accounted for in another fund.
2. **Special Revenue Funds** - Special Revenue Funds are used to account for and report proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.
 - A. **Transportation Development Act Fund** - This fund is used to account for the planning and construction of bicycle and pedestrian facilities and for the development and support of public transportation needs.
 - B. **Transportation Fund** - This fund is used to account for transportation and traffic related projects not funded by the State of California with Gas Tax.
 - C. **Gas Tax Capital Projects Fund** - This fund is used to account for revenue received from the State of California and other sources to be used for street maintenance and improvements only.
 - D. **Parks and Recreation Capital Projects Fund** - This fund is used to account for park and recreation facilities tax revenue to be used for planning, acquisition, improvements, or expansion of public parks, playgrounds, or other recreational facilities.
 - E. **Law Enforcement Funds** - These funds are used to account for safety programs.
 - F. **Public Art Funds** - These funds are used to account for "in the open air" artwork throughout our community and for conservation to protect the public art collection.
 - G. **Maintenance Assessment District Funds** - These funds are used to account for special benefit costs associated to specific property owners within identified Maintenance Assessment Districts.
 - H. **Street Lighting Fund** - This fund is used to account for special assessment collected to pay for the streetlights within designated areas within the City.
 - I. **Measure "O"** - This fund is used to account for funds received from the transaction and use tax approved by voters on November 8, 2016.
 - J. **Categorical Grant Funds** - This fund is used to account for grant and categorical funds awarded directly or passed-through from a federal, State, or other granting agency. This can include funds specifically contracted from another governmental entity.
3. **Capital Improvement Projects Funds** - These funds are used to account for financial resources to be used for purchase or construction of major capital improvements (other than those funded through proprietary or special revenue funds).
4. **Debt Service Funds** - Debt Service Funds are used to account for and report on all City debt service.
 - A. **Certificates of Participation (COPs) Debt Obligation & Debt Service Fund** - This fund is used to account for the accumulation of resources and payment of long-term debt, principal, and interest for COP issued by the Public Facilities Financing Authority.
 - B. **Redevelopment Successor Agency Private Purpose Trust Fund** - This fund is used to account for the winding down of the former Redevelopment Agency, including disposition of REAP properties held by the Agency and the repayment of the Successor Agency's outstanding long-term debt.

FUND DESCRIPTIONS

PROPRIETARY FUNDS

1. **Enterprise Funds** - Funds established to account for business-type activities.

A. Wastewater Fund - This fund is used to account for all wastewater activities and treatment services provided by the water utility to residents of the City of Ventura, including but not limited to administration, operations, maintenance, laboratory, and debt service.

B. Water Fund - This fund is used to account for all water activities and water treatment services provided by the water utility to residents of the City of Ventura and some residents of the County. Such activities include, but are not limited to, administration, maintenance, distribution, customer service, production, purification, and debt service.

2. **Internal Service Funds** - These funds are used to account for goods and services provided from one Department or agency to other departments or agencies of the City. Costs are reimbursed through monthly billings of actual costs or through monthly journal entries based on a pre-determined allocation method. The allocated rates are determined through periodic rate studies performed by City staff and/or consultants.

A. Information Technology Fund - This fund accounts for costs related to the replacement and maintenance of the City's technological infrastructure. In accordance with allocated rates determined by a cost allocation study, costs are recovered through monthly journal entries charged to City departments.

a reproduction service fee that is based on usage by respective departments. Costs are recovered through monthly journal entries charged to City departments.

B. Fleet Maintenance Fund - This fund accounts for costs related to operations of the central fleet maintenance system which provides vehicles for all City departments. In accordance with established replacement and maintenance schedules determined by a cost allocation study, costs are recovered through monthly journal entries charged to City departments.

E. Workers' Compensation Fund - This fund accounts for costs and liabilities related to the Workers' Compensation Program. Costs are recovered through the City's payroll process. Workers' compensation rates are determined by job classification and are applied to appropriate salaries each payroll cycle.

C. Facilities Maintenance Fund - This fund accounts for costs related to providing facilities maintenance services to all City departments. A monthly allocation, based on square footage and determined by a cost allocation study, is recovered through monthly journal entries charged to City departments.

F. Employee Benefits Fund - This fund accounts for costs and liabilities related to health, life, dental and disability insurances, retirement costs, taxes, and other miscellaneous benefits paid by the City on behalf of the employees. Administrative costs are recovered through the bi-weekly payroll process, based on the job classification for each Full-Time Equivalent (FTE).

D. Digital Publishing Fund - This fund accounts for costs related to printing and reproduction of materials by all City departments. Costs are recovered in two ways: a digital publishing allocation based on Full-Time Equivalents (FTEs) in each City Department and

G. Public Liability Fund - This fund accounts for costs of providing public liability insurance coverage, settlements, and litigation costs to operating departments. Based on allocation studies, costs are recovered through monthly journal entries charged to the General Fund and Enterprise funds.

BUDGET CHANGES BY FUND

Changes in budget greater than 10% are explained below.

EXHIBIT 3.01 - FY 2021-22 ADOPTED TO FY 2022-23 ADOPTED

FUND DESCRIPTION	FY 2021-22 ADOPTED	CHANGE	FY 2022-23 ADOPTED	% CHANGE	COMMENTS
General Fund	124,242,507	18,277,126	142,519,633	15%	Primarily an increase to Salaries and Benefits; also implementation of new fleet and facilities ISF rates
Measure O	21,024,191	(918,775)	20,105,416	-4%	
Water Operations	41,460,844	(4,238,528)	37,222,316	-10%	Decrease due to realigning budget to actuals and savings from refinanced debt
Wastewater Operations	28,545,581	(1,190,846)	27,354,735	-4%	
SPECIAL REVENUE FUNDS					
Transportation Development Act	359,606	194	359,800	0%	
Transportation	50,000	19,164,600	19,214,600	38329%	Increase due to updated CIP Spending Plan, specifically Olivas Roadway and Levee project
Gas Tax	4,851,490	1,844,092	6,695,582	38%	Increase due to updated CIP Spending Plan
Housing and Urban Development	2,226,258	(215,323)	2,010,935	-10%	Decrease due to Streets/ADA Improvements
Downtown Parking District	1,584,223	99,826	1,684,049	6%	
Maintenance Assessment Districts	1,052,809	71,356	1,124,165	7%	
Street Light Maintenance District	1,380,281	205,654	1,585,935	15%	Increase due to higher utility costs
Property Based Improvement District (PBID)	1,008,629	50,432	1,059,061	5%	
RDA Successor Agency	1,967,179	(583,468)	1,383,711	-30%	Decrease due to Ventura Springs Project contracts
Other Special Revenue Funds	2,870,953	5,555,618	8,426,571	194%	Increase due to updated CIP Spending Plan
CAPITAL FUNDS					
General Capital	2,306,362	3,128,413	5,434,775	136%	Increase due to updated CIP Spending Plan
Water and Wastewater Capital	36,218,210	44,508,995	80,727,205	123%	Increase due to updated CIP Spending Plan
Internal Service Funds	30,037,207	9,048,426	39,085,633	30%	Increase due to updated CIP Spending Plan
Debt Service	2,244,685	48,933	2,293,618	2%	
TOTAL	\$303,431,015	\$94,856,725	\$398,287,740	31%	



BUDGET CHANGES BY FUND

Changes in budget greater than 10% are explained below.

EXHIBIT 3.02 - FY 2022-23 PROPOSED TO FY 2022-23 ADOPTED

FUND DESCRIPTION	FY 2022-23 PROPOSED	CHANGE	FY 2022-23 ADOPTED	% CHANGE	COMMENTS
General Fund	142,142,762	376,871	142,519,633	0%	
Measure O	19,472,579	632,837	20,105,416	3%	
Water Operations	37,190,661	31,655	37,222,316	0%	
Wastewater Operations	27,354,735	-	27,354,735	0%	
SPECIAL REVENUE FUNDS					
Transportation Development Act	359,800	-	359,800	0%	
Transportation	19,214,600	-	19,214,600	0%	
Gas Tax	6,695,582	-	6,695,582	0%	
Housing and Urban Development	2,010,935	-	2,010,935	0%	
Downtown Parking District	1,509,049	175,000	1,684,049	12%	Addition of message/sign board and installation/materials for parking management system at Downtown Parking Structure
Maintenance Assessment Districts	1,052,809	71,356	1,124,165	7%	
Street Light Maintenance District	1,585,935	-	1,585,935	0%	
Property Based Improvement District (PBID)	1,059,061	-	1,059,061	0%	
RDA Successor Agency	1,383,711	-	1,383,711	0%	
Other Special Revenue Funds	8,426,571	-	8,426,571	0%	
CAPITAL FUNDS					
General Capital	5,434,775	-	5,434,775	0%	
Water and Wastewater Capital	80,927,205	(200,000)	80,727,205	0%	
Internal Service Funds	39,085,633	-	39,085,633	0%	
Debt Service	2,293,618	-	2,293,618	0%	
TOTAL	\$397,200,021	\$1,087,719	\$398,287,740	0%	





ESTIMATE OF FUND BALANCE

EXHIBIT 3.03

		FY 2022-23 ADOPTED			
ESTIMATED UNASSIGNED BEGINNING FUND BALANCE JUNE 30, 2022		REVENUE & OTHER REQUIREMENTS	EXPENDITURES & OTHER REQUIREMENTS	SURPLUS (DEFICIT)	UNASSIGNED ENDING FUND BALANCE, JUNE 30, 2023
General Fund	24,579,778	141,969,633	142,519,633	(550,000)	24,029,778
Measure O	15,110,292	17,683,255	20,105,416	(2,422,161)	12,688,131
Water Operations	85,434,297	36,247,978	37,162,316	(914,338)	84,519,959
Wastewater Operations	59,237,583	27,354,735	27,354,735	-	59,237,583
SPECIAL REVENUE FUNDS					
Transportation Development Act	164,435	359,800	359,800	-	164,435
Transportation	20,786,719	9,244,956	19,214,600	(9,969,644)	10,817,075
Gas Tax	9,765,333	6,305,862	6,695,582	(389,720)	9,375,613
Housing and Urban Development	210,997	2,010,935	2,010,935	-	210,997
Downtown Parking District	-		1,684,049		
Maintenance Assessment Districts	2,949,405	1,088,834	1,124,165	(35,331)	2,914,074
Street Light Maintenance District	-	1,585,935	1,585,935	-	-
Property Based Improvement District	28,911	1,059,061	1,059,061	-	28,911
RDA Successor Agency	5,213,549	1,316,432	1,383,711	(67,279)	5,146,270
Other Special Revenue Funds	1,439,815	8,426,571	8,426,571	-	1,439,815
CAPITAL FUNDS					
General Capital	10,000,205	2,553,075	5,434,775	(2,881,700)	7,118,505
Water and Wastewater Capital	76,004,592	36,839,647	80,727,205	(43,887,558)	32,117,034
Internal Service Funds	18,348,235	32,765,698	39,085,633	(6,319,935)	12,028,300
Debt Service	125	2,293,618	2,293,618	-	125
TOTAL	\$329,274,272	\$329,106,025	\$398,227,740	\$(67,437,666)	\$261,836,606

CITYWIDE REVENUES BY FUND BY ACCOUNT CATEGORY

EXHIBIT 3.04

	CHARGES FOR SERVICES	TAXES	OTHER AGENCIES	LICENSES & PERMITS	FINES & FORFEITURES	INTERNAL OTHER	PRIOR YEAR TRANSFERS	RESOURCES	TOTAL
General	16,069,605	94,121,444	12,748,221	4,633,464	1,688,317	3,578,128	1,607,436	8,073,018	142,519,633
Measure O-Transaction and Use Tax	-	16,833,742	-	-	-	849,513	-	2,422,161	20,105,416
Water Operations	31,135,225	-	-	-	-	1,335,642	3,777,111	974,338	37,222,316
Wastewater Operations	26,955,345	-	-	-	-	399,390	-	-	27,354,735
TRANSPORTATION DEVELOPMENT ACT									
TDA Art8C & Art4 Program	-	-	299,000	-	-	800	-	-	299,800
TDA Art3 Program	-	-	60,000	-	-	-	-	-	60,000
Transportation	-	1,200,000	-	-	-	8,044,956	-	9,969,644	19,214,600
Gas Tax	-	-	6,080,862	-	-	-	225,000	389,720	6,695,582
Housing and Urban Development	-	-	1,390,337	-	-	-	-	620,598	2,010,935
Downtown Parking District	-	-	-	429,116	-	615,029	-	639,904	1,684,049
Maintenance Assessment Districts	1,087,022	-	-	-	-	1,812	-	35,331	1,124,165
Street Light Maintenance District	893,380	2,000	-	-	-	1,500	689,055	-	1,585,935
Property Based Improvement District (PBID)	1,057,848	882	-	-	-	331	-	-	1,059,061
RDA SUCCESSOR AGENCY									
Redevelopment Obligation Retirement	-	-	-	-	-	1,269,722	-	-	1,269,722
Successor Agency Administration	-	-	-	-	-	46,710	-	12	46,722
Successor Housing Agency	-	-	-	-	-	-	-	67,267	67,267
OTHER SPECIAL REVENUE FUNDS									
General & Categorical Grant Program	490,178	-	6,360,316	-	-	1,320,647	-	-	8,171,141
Supplemental Law Enforcement	-	-	245,430	-	-	-	-	-	245,430
Law Enforcement	-	-	10,000	-	-	-	-	-	10,000
CAPITAL FUNDS									
Capital Improvement	-	300,000	-	-	-	-	927,500	2,822,700	4,050,200
Park & Rec Capital Improv	-	516,750	-	-	-	-	808,825	-	1,325,575
Public Art Program	-	-	-	-	-	-	-	59,000	59,000
Water Capital	1,383,298	-	-	-	-	842,245	180,000	32,475,662	34,881,205
Wastewater Capital	908,417	-	-	-	-	26,616,189	6,909,498	11,411,896	45,846,000
INTERNAL SERVICE FUNDS									
Information Technology ISF	6,824,980	-	-	-	-	70,000	3,500,000	384,730	10,779,710
Fleet Maintenance ISF	6,357,145	-	-	-	-	-	-	1,949,508	8,306,653
Facilities Maintenance ISF	4,737,633	-	-	-	-	-	2,200,000	-	6,937,633
Digital Publishing ISF	427,254	-	-	-	-	-	-	36,741	463,995
Workers Compensation ISF	2,883,138	-	-	-	-	-	-	1,557,421	4,440,559
Employee Benefits ISF	1,777,684	-	-	-	-	-	-	-	1,777,684
Public Liability ISF	3,987,864	-	-	-	-	-	-	2,391,535	6,379,399
DEBT SERVICE									
Debt Service Obligation	-	-	-	-	-	-	2,293,618	-	2,293,618
TOTAL	\$106,976,016	\$112,974,818	\$27,194,166	\$5,062,580	\$1,688,317	\$44,992,614	\$23,118,043	\$76,281,186	\$398,287,740

CITYWIDE EXPENDITURES BY FUND BY ACCOUNT CATEGORY

EXHIBIT 3.05

	PERSONNEL SERVICES	SERVICES & SUPPLIES	INTERNAL SERVICES & TRANSFERS	NON-OPERATING & DEBT SERVICE	CAPITAL OUTLAY & CIP	RESERVES & CONTINGENCIES	TOTAL
General	89,960,351	25,493,764	26,336,873	-	324,500	404,145	142,519,633
Measure O-Transaction and Use Tax	7,268,187	6,147,254	502,875	-	6,037,100	150,000	20,105,416
Water Operations	9,360,755	20,590,332	4,755,592	2,463,045	52,592	-	37,222,316
Wastewater Operations	6,555,406	10,820,510	8,695,840	962,979	320,000	-	27,354,735
TRANSPORTATION DEVELOPMENT ACT							
TDA Art8C & Art4 Program	73,273	86,700	116,157	-	-	23,670	299,800
TDA Art3 Program	-	60,000	-	-	-	-	60,000
Transportation	-	-	-	-	19,214,600	-	19,214,600
Gas Tax	129,289	515,000	9,020	-	6,042,273	-	6,695,582
Housing and Urban Development	110,877	1,893,852	6,206	-	-	-	2,010,935
Downtown Parking District	326,771	172,961	578,517	81,800	524,000	-	1,684,049
Maintenance Assessment Districts	-	650,120	141,124	-	-	332,921	1,124,165
Street Light Maintenance District	-	1,583,469	2,466	-	-	-	1,585,935
Property Based Improvement District (PBID)	-	1,059,061	-	-	-	-	1,059,061
RDA SUCCESSOR AGENCY							
Redevelopment Obligation Retirement	-	13,050	-	1,256,672	-	-	1,269,722
Successor Agency Administration	14,294	18,312	14,116	-	-	-	46,722
Successor Housing Agency	30,057	32,700	4,510	-	-	-	67,267
OTHER SPECIAL REVENUE FUNDS							
General & Categorical Grant Program	1,246,799	1,200,255	227,349	-	5,425,800	70,938	8,171,141
Supplemental Law Enforcement	233,601	-	11,829	-	-	-	245,430
Law Enforcement	-	10,000	-	-	-	-	10,000
CAPITAL FUNDS							
Capital Improvement	-	-	-	-	4,050,200	-	4,050,200
Park & Rec Capital Improv	-	-	-	-	1,325,575	-	1,325,575
Public Art Program	-	59,000	-	-	-	-	59,000
Water Capital	-	-	5,071,405	-	29,809,800	-	34,881,205
Wastewater Capital	-	-	180,000	-	45,666,000	-	45,846,000
INTERNAL SERVICE FUNDS							
Information Technology ISF	4,255,356	2,057,853	186,501	-	4,280,000	-	10,779,710
Fleet Maintenance ISF	1,108,494	2,598,263	259,374	-	4,032,819	307,703	8,306,653
Facilities Maintenance ISF	968,065	3,982,729	186,572	-	1,700,000	100,267	6,937,633
Digital Publishing ISF	301,705	120,000	42,290	-	-	-	463,995
Workers Compensation ISF	197,528	4,151,888	91,143	-	-	-	4,440,559
Employee Benefits ISF	1,508,586	241,931	27,167	-	-	-	1,777,684
Public Liability ISF	202,300	6,149,265	27,834	-	-	-	6,379,399
DEBT SERVICE							
Debt Service Obligation	-	-	-	2,293,618	-	-	2,293,618
TOTAL	\$123,851,694	\$89,708,269	\$47,474,760	\$7,058,114	\$128,805,259	\$1,389,644	\$398,287,740

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CITYWIDE EXPENDITURES BY DEPARTMENT

EXHIBIT 3.06

	CITY COUNCIL	CITY MANAGER	CITY ATTORNEY	HUMAN RESOURCES	FINANCE	COMMUNITY DEVELOPMENT	PARKS & RECREATION
General	311,004	5,157,890	2,340,318	1,580,288	4,717,676	9,124,760	22,812,397
Measure O-Transaction and Use Tax	-	-	-	-	-	2,196,671	2,739,756
Water Operations	-	403,094	336,891	-	-	-	-
Wastewater Operations	-	-	-	-	-	-	-
TRANSPORTATION DEVELOPMENT ACT							
TDA Art8C & Art4 Program	-	-	-	-	-	-	101,297
TDA Art3 Program	-	-	-	-	-	-	60,000
Transportation	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Housing and Urban Development	-	-	-	-	-	2,010,935	-
Downtown Parking District	-	-	-	-	-	-	-
Maintenance Assessment Districts	-	-	-	-	-	-	1,124,165
Street Light Maintenance District	-	-	-	-	-	-	-
Property Based Improvement District (PBID)	-	-	-	-	1,059,061	-	-
RDA SUCCESSOR AGENCY							
Redevelopment Obligation Retirement	-	-	-	-	-	1,269,722	-
Successor Agency Administration	-	-	-	-	-	46,722	-
Successor Housing Agency	-	-	-	-	-	67,267	-
OTHER SPECIAL REVENUE FUNDS							
General & Categorical Grant Program	-	-	-	-	72,029	700,000	1,456,516
Supplemental Law Enforcement	-	-	-	-	-	-	-
Law Enforcement	-	-	-	-	-	-	-
CAPITAL FUNDS							
Capital Improvement	-	-	-	-	-	-	-
Park & Rec Capital Improv	-	-	-	-	-	-	1,325,575
Public Art Program	-	-	-	-	-	-	59,000
Water Capital	-	-	-	-	-	-	-
Wastewater Capital	-	-	-	-	-	-	-
INTERNAL SERVICE FUNDS							
Information Technology ISF	-	-	-	-	3,500,000	-	-
Fleet Maintenance ISF	-	-	-	-	-	-	-
Facilities Maintenance ISF	-	-	-	-	-	-	-
Digital Publishing ISF	-	-	-	-	463,995	-	-
Workers Compensation ISF	-	-	-	4,440,559	-	-	-
Employee Benefits ISF	-	-	-	1,777,684	-	-	-
Public Liability ISF	-	-	750,000	5,629,399	-	-	-
DEBT SERVICE							
Debt Service Obligation	-	-	-	-	2,293,618	-	-
TOTAL	\$311,004	\$5,560,984	\$3,427,209	\$13,427,930	\$12,106,379	\$15,416,077	\$29,678,706

CITYWIDE EXPENDITURES BY DEPARTMENT

EXHIBIT 3.06 (CONTINUED)

	POLICE	FIRE	PUBLIC WORKS	VENTURA WATER	NON-DEPARTMENTAL	INFORMATION TECHNOLOGY	TOTAL
General	41,945,406	24,236,367	11,903,311	-	18,390,216	-	142,519,633
Measure O-Transaction and Use Tax	4,540,829	2,469,021	7,908,100	-	251,039	-	20,105,416
Water Operations	-	-	-	36,482,331	-	-	37,222,316
Wastewater Operations	-	-	-	27,354,735	-	-	27,354,735
TRANSPORTATION DEVELOPMENT ACT							
TDA Art8C & Art4 Program	-	-	198,503	-	-	-	299,800
TDA Art3 Program	-	-	-	-	-	-	60,000
Transportation	-	-	19,214,600	-	-	-	19,214,600
Gas Tax	-	-	6,695,582	-	-	-	6,695,582
Housing and Urban Development	-	-	-	-	-	-	2,010,935
Downtown Parking District	-	-	1,684,049	-	-	-	1,684,049
Maintenance Assessment Districts	-	-	-	-	-	-	1,124,165
Street Light Maintenance District	-	-	1,585,935	-	-	-	1,585,935
Property Based Improvement District (PBID)	-	-	-	-	-	-	1,059,061
RDA SUCCESSOR AGENCY							
Redevelopment Obligation Retirement	-	-	-	-	-	-	1,269,722
Successor Agency Administration	-	-	-	-	-	-	46,722
Successor Housing Agency	-	-	-	-	-	-	67,267
OTHER SPECIAL REVENUE FUNDS							
General & Categorical Grant Program	490,178	-	5,452,418	-	-	-	8,171,141
Supplemental Law Enforcement	245,430	-	-	-	-	-	245,430
Law Enforcement	10,000	-	-	-	-	-	10,000
CAPITAL FUNDS							
Capital Improvement	-	500,000	3,550,200	-	-	-	4,050,200
Park & Rec Capital Improv	-	-	-	-	-	-	1,325,575
Public Art Program	-	-	-	-	-	-	59,000
Water Capital	-	-	-	34,881,205	-	-	34,881,205
Wastewater Capital	-	-	-	45,846,000	-	-	45,846,000
INTERNAL SERVICE FUNDS							
Information Technology ISF	-	-	-	-	-	7,279,710	10,779,710
Fleet Maintenance ISF	-	-	8,306,653	-	-	-	8,306,653
Facilities Maintenance ISF	-	-	6,937,633	-	-	-	6,937,633
Digital Publishing ISF	-	-	-	-	-	-	463,995
Workers Compensation ISF	-	-	-	-	-	-	4,440,559
Employee Benefits ISF	-	-	-	-	-	-	1,777,684
Public Liability ISF	-	-	-	-	-	-	6,379,399
DEBT SERVICE							
Debt Service Obligation	-	-	-	-	-	-	2,293,618
TOTAL	\$47,231,843	\$27,205,388	\$73,436,984	\$144,564,271	\$18,641,255	\$7,279,710	\$398,287,740

CITYWIDE FUND SUMMARIES

GENERAL FUND

EXHIBIT 3.07.01

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Property Tax	27,695,420	28,943,407	31,114,798	32,069,176	35,234,221
Sales Tax	26,772,513	27,035,460	28,829,908	28,422,575	33,329,301
Utility Tax	7,618,648	7,697,551	7,891,700	7,745,518	8,096,291
Other Taxes	15,548,878	14,462,550	12,776,009	13,239,543	17,461,631
Licenses and Permits	5,420,121	3,961,943	4,340,012	4,410,868	4,633,464
Fines and Forfeitures	2,982,815	2,128,157	1,277,218	2,075,000	1,688,317
Use of Money and Property	2,322,190	2,198,143	1,346,782	1,341,341	1,420,923
Other Agencies	10,679,720	11,379,912	13,979,534	13,286,151	12,748,221
Charges for Services	15,693,583	15,481,209	22,956,701	14,341,636	16,069,605
Other Miscellaneous Revenue	2,558,311	5,390,559	5,793,787	2,529,532	2,157,205
Internal Transfers	1,532,566	5,870,594	9,428,639	1,446,619	1,607,436
Prior Year Resources	-	-	-	3,334,548	8,073,018
TOTAL REVENUES AND OTHER RESOURCES	\$118,824,765	\$124,549,485	\$139,735,089	\$124,242,507	\$142,519,633
EXPENDITURES BY CATEGORY					
Personnel Services	72,701,203	76,034,799	76,101,932	79,698,680	89,960,351
Services and Supplies	24,226,715	22,408,573	21,829,476	24,465,114	25,493,764
Internal Services	13,003,560	12,769,137	14,488,276	15,259,686	16,416,737
Non-Operating	1,352,134	405,466	699,115	160,100	-
Debt Service	6,111	576	171	-	-
Capital Outlay	138,222	532,208	77,907	89,400	324,500
Reserves & Contingencies	-	-	-	624,253	404,145
CIP	155,325	884	16,046	-	-
Transfers	3,262,388	7,042,003	5,464,748	3,945,274	9,920,136
TOTAL EXPENDITURES	\$114,845,658	\$119,193,645	\$118,677,670	\$124,242,507	\$142,519,633



CITYWIDE FUND SUMMARIES

MEASURE O

EXHIBIT 3.07.02

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Other Taxes	13,083,929	13,150,844	15,226,667	13,628,866	16,833,742
Use of Money and Property	207,591	226,419	102,989	74,513	74,513
Other Miscellaneous Revenue	1,992	365,233	679,198	775,000	775,000
Prior Year Resources	-	-	-	6,545,812	2,422,161
TOTAL REVENUES AND OTHER RESOURCES	\$13,293,512	\$13,742,497	\$16,008,853	\$21,024,191	\$20,105,416
EXPENDITURES BY CATEGORY					
Personnel Services	4,179,481	5,808,382	6,601,227	7,387,453	7,268,187
Services and Supplies	5,070,080	6,680,347	4,691,657	6,405,325	6,147,254
Internal Services	11,287	44,333	359,546	346,666	502,875
Non-Operating	(102,919)	45,687	84,151	13,006	-
Capital Outlay	204,572	158,419	112,980	235,000	44,000
Reserves & Contingencies	-	-	-	330,000	150,000
CIP	895,449	1,036,810	1,934,977	6,299,198	5,993,100
Transfers	13,687	7,543	-	7,543	-
TOTAL EXPENDITURES	\$10,271,637	\$13,781,522	\$13,784,538	\$21,024,191	\$20,105,416

WATER OPERATIONS

EXHIBIT 3.07.03

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	408,671	470,975	243,031	295,961	305,642
Other Agencies	500,643	411,131	394,054	-	-
Charges for Services	33,349,852	33,290,714	32,888,214	32,977,661	31,135,225
Other Miscellaneous Revenue	1,181,431	852,162	2,456,027	1,030,000	1,030,000
Internal Transfers	3,136,463	3,859,228	3,934,978	4,117,976	3,777,111
Prior Year Resources	-	-	-	3,039,246	974,338
TOTAL REVENUES AND OTHER RESOURCES	\$38,577,060	\$38,884,210	\$39,916,304	\$41,460,844	\$37,222,316
EXPENDITURES BY CATEGORY					
Personnel Services	5,975,566	6,820,572	6,806,264	8,789,818	9,360,755
Services and Supplies	13,522,393	16,950,667	16,497,821	23,531,288	20,590,332
Internal Services	3,026,256	3,135,814	3,356,380	3,401,294	3,735,612
Non-Operating	5,101,105	5,580,751	5,838,136	50,000	60,000
Debt Service	2,798,069	2,751,101	2,072,861	4,732,644	2,403,045
Capital Outlay	38,378	29,245	110,983	-	52,592
Transfers	6,355,462	3,587,945	1,090,514	955,800	1,019,980
TOTAL EXPENDITURES	\$36,817,229	\$38,856,094	\$35,772,958	\$41,460,844	\$37,222,316

CITYWIDE FUND SUMMARIES

WASTEWATER OPERATIONS

EXHIBIT 3.07.04

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	208,679	230,502	128,587	193,366	379,390
Charges for Services	24,693,414	22,865,856	21,777,988	28,332,215	26,955,345
Other Miscellaneous Revenue	14,015	589,921	9,786	20,000	20,000
TOTAL REVENUES AND OTHER RESOURCES	\$24,916,107	\$23,686,279	\$21,916,361	\$28,545,581	\$27,354,735
EXPENDITURES BY CATEGORY					
Personnel Services	4,731,068	5,196,639	5,454,716	6,162,763	6,555,406
Services and Supplies	6,270,903	5,990,306	6,336,543	9,085,090	10,820,510
Internal Services	2,269,427	2,252,960	2,278,371	2,325,197	2,480,521
Non-Operating	4,011,884	4,263,866	4,616,581	-	-
Debt Service	1,658,648	1,626,835	1,262,432	2,506,125	962,979
Capital Outlay	-	303,961	59,458	200,000	320,000
Transfers	4,983,068	4,444,298	4,505,810	8,266,406	6,215,319
TOTAL EXPENDITURES	\$23,924,999	\$24,078,866	\$24,513,910	\$28,545,581	\$27,354,735

SPECIAL REVENUE FUNDS

EXHIBIT 3.07.05 - TRANSPORTATION DEVELOPMENT ACT

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	4,004	3,147	1,696	430	800
Other Agencies	281,388	334,905	325,125	359,176	359,000
Other Miscellaneous Revenue	45	13	3	-	-
Internal Transfers	-	63,000	-	-	-
TOTAL REVENUES AND OTHER RESOURCES	\$285,436	\$401,066	\$326,824	\$359,606	\$359,800
EXPENDITURES BY CATEGORY					
Personnel Services	55,019	85,720	52,568	123,401	73,273
Services and Supplies	187,544	141,973	138,266	126,392	146,700
Internal Services	107,097	101,961	101,076	109,813	116,157
Non-Operating	(1,882)	(43)	1,971	-	-
Capital Outlay	52,782	-	-	-	-
Reserves & Contingencies	-	-	-	-	23,670
CIP	-	13,708	20,976	-	-
Transfers	13,717	-	-	-	-
TOTAL EXPENDITURES	\$414,277	\$343,318	\$314,857	\$359,606	\$359,800

CITYWIDE FUND SUMMARIES

EXHIBIT 3.07.06 - TRANSPORTATION

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Other Taxes	1,372,852	654,098	2,189,117	-	1,200,000
Use of Money and Property	380,865	396,580	184,950	-	-
Other Miscellaneous Revenue	3,903	2,243	27,225	-	8,044,956
Internal Transfers	-	62,000	-	-	-
Prior Year Resources	-	-	-	50,000	9,969,644
TOTAL REVENUES AND OTHER RESOURCES	\$1,757,620	\$1,114,921	\$2,401,292	\$50,000	\$19,214,600
EXPENDITURES BY CATEGORY					
Personnel Services	90,516	71,886	84,310	-	-
Services and Supplies	27,771	16,820	41,254	-	-
Internal Services	389	23	271	-	-
Non-Operating	(174,118)	(3,325)	220,629	-	-
CIP	938,913	17,814	1,490,248	50,000	19,214,600
TOTAL EXPENDITURES	\$883,470	\$103,219	\$1,836,712	\$50,000	\$19,214,600

EXHIBIT 3.07.07 - GAS TAX

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	101,061	152,415	65,556	-	-
Other Agencies	5,158,349	4,988,994	4,795,498	4,626,490	6,080,862
Other Miscellaneous Revenue	10,802	14,420	(9,904)	-	-
Internal Transfers	126,217	225,000	225,000	225,000	225,000
Prior Year Resources	-	-	-	-	389,720
TOTAL REVENUES AND OTHER RESOURCES	\$5,396,430	\$5,380,828	\$5,076,150	\$4,851,490	\$6,695,582
EXPENDITURES BY CATEGORY					
Personnel Services	334,815	583,129	459,640	19,800	129,289
Services and Supplies	2,560,933	3,189,650	713,455	398,000	515,000
Internal Services	1,607	1,763	2,024	-	9,020
Non-Operating	(164,105)	(2,109)	210,002	-	-
Reserves & Contingencies	-	-	-	470,728	-
CIP	1,110,179	2,049,940	6,198,497	3,962,962	6,042,273
Transfers	95,476	117,068	-	-	-
TOTAL EXPENDITURES	\$3,938,904	\$5,939,442	\$7,583,618	\$4,851,490	\$6,695,582

CITYWIDE FUND SUMMARIES

EXHIBIT 3.07.08 - HOUSING AND URBAN DEVELOPMENT

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	27,138	24,152	4,287	-	-
Other Agencies	646,801	811,142	643,413	1,512,237	1,390,337
Other Miscellaneous Revenue	224	134	-	-	-
Prior Year Resources	-	-	-	714,021	620,598
TOTAL REVENUES AND OTHER RESOURCES	\$674,163	\$835,428	\$647,699	\$2,226,258	\$2,010,935
EXPENDITURES BY CATEGORY					
Personnel Services	180,561	158,491	175,755	169,778	110,877
Services and Supplies	325,433	303,460	905,617	2,043,852	1,893,852
Internal Services	16,262	16,624	11,208	12,628	6,206
Non-Operating	(65,953)	(97,518)	(424)	-	-
Capital Outlay	-	218,427	-	-	-
CIP	40,721	118,485	107,800	-	-
TOTAL EXPENDITURES	\$497,024	\$717,969	\$1,199,957	\$2,226,258	\$2,010,935

EXHIBIT 3.07.09 - DOWNTOWN PARKING DISTRICT

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Licenses and Permits	614,969	444,491	109,490	316,758	429,116
Use of Money and Property	629,945	627,762	909,998	866,012	614,879
Other Miscellaneous Revenue	250	163	139	2,202	150
Internal Transfers	-	-	-	275,000	-
Prior Year Resources	-	-	-	124,251	639,904
TOTAL REVENUES AND OTHER RESOURCES	\$1,245,164	\$1,072,416	\$1,019,627	\$1,584,223	\$1,684,049
EXPENDITURES BY CATEGORY					
Personnel Services	388,570	531,673	267,327	324,587	326,771
Services and Supplies	300,493	196,753	120,675	172,961	172,961
Internal Services	60,785	81,577	72,561	70,940	79,655
Non-Operating	508	41,741	5,494	-	-
Debt Service	25,081	25,081	81,794	81,800	81,800
Capital Outlay	-	-	-	100,000	175,000
CIP	-	-	-	345,716	349,000
Transfers	-	470,663	-	488,219	498,862
TOTAL EXPENDITURES	\$775,438	\$1,347,488	\$547,850	\$1,584,223	\$1,684,049



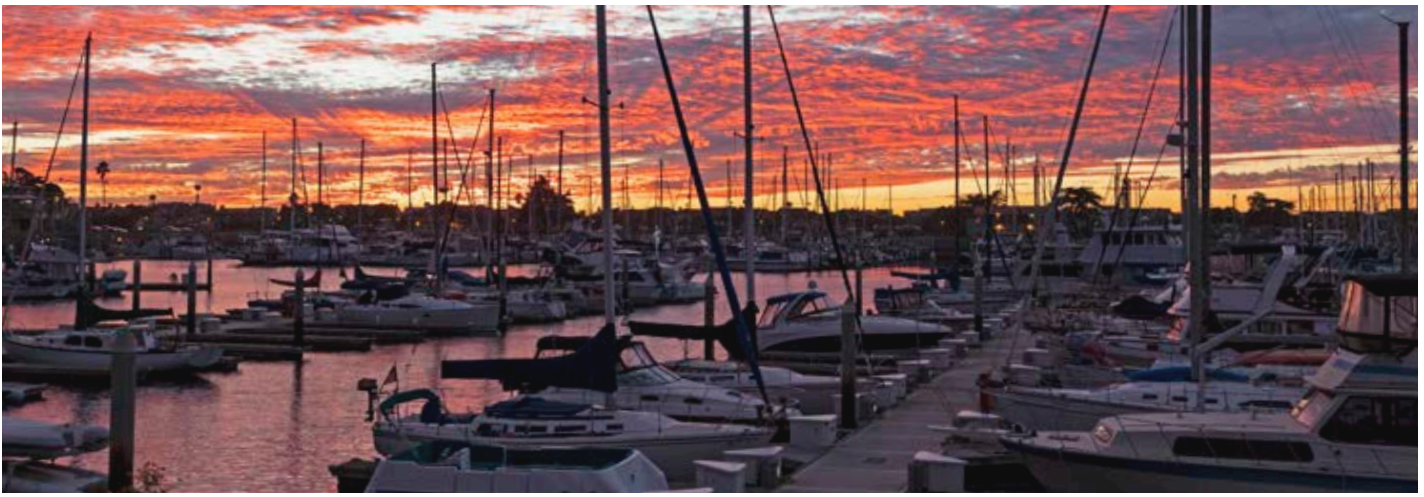
CITYWIDE FUND SUMMARIES

EXHIBIT 3.07.10 - MAINTENANCE ASSESSMENT DISTRICTS

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Property Tax	584	350	1,075	-	-
Use of Money and Property	45,363	49,644	23,232	-	-
Charges for Services	707,030	759,046	863,545	1,004,619	1,087,022
Other Miscellaneous Revenue	95,534	12,603	123,817	-	1,812
Prior Year Resources	-	-	-	48,190	35,331
TOTAL REVENUES AND OTHER RESOURCES	\$848,510	\$821,643	\$1,011,669	\$1,052,809	\$1,124,165
EXPENDITURES BY CATEGORY					
Personnel Services	22,516	20,667	27,730	-	-
Services and Supplies	483,813	550,019	611,425	601,624	650,120
Internal Services	-	-	-	812	812
Non-Operating	(20,922)	(537)	28,152	-	-
Reserves & Contingencies	-	-	-	317,175	332,921
Transfers	114,604	106,253	143,103	133,198	140,312
TOTAL EXPENDITURES	\$600,011	\$676,402	\$810,410	\$1,052,809	\$1,124,165

EXHIBIT 3.07.11 - STREET LIGHT MAINTENANCE DISTRICT

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Property Tax	1,310	(7,025)	9,781	2,000	2,000
Use of Money and Property	1,711	1,745	945	1,500	1,500
Charges for Services	881,831	859,381	878,263	874,435	893,380
Other Miscellaneous Revenue	-	-	-	-	-
Internal Transfers	462,029	404,129	225,423	502,346	689,055
TOTAL REVENUES AND OTHER RESOURCES	\$1,346,880	\$1,258,230	\$1,114,412	\$1,380,281	\$1,585,935
EXPENDITURES BY CATEGORY					
Personnel Services	1,001	793	634	-	-
Services and Supplies	1,154,461	1,408,306	1,474,122	1,377,815	1,583,469
Internal Services	101,050	2,466	2,466	2,466	2,466
Non-Operating	-	-	-	-	-
TOTAL EXPENDITURES	\$1,256,512	\$1,411,565	\$1,477,222	\$1,380,281	\$1,585,935



CITYWIDE FUND SUMMARIES

EXHIBIT 3.07.12 - PROPERTY BASED IMPROVEMENT DISTRICT

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Property Tax	3,136	57	679	840	882
Use of Money and Property	2,708	1,827	1,054	315	331
Charges for Services	460,361	981,681	914,756	1,007,474	1,057,848
Other Miscellaneous Revenue	23	8	-	-	-
TOTAL REVENUES AND OTHER RESOURCES	\$466,228	\$983,573	\$916,489	\$1,008,629	\$1,059,061
EXPENDITURES BY CATEGORY					
Services and Supplies	489,250	1,039,913	950,894	1,008,629	1,059,061
Internal Services	506	-	-	-	-
Non-Operating	(745)	52	(7)	-	-
TOTAL EXPENDITURES	\$489,012	\$1,039,965	\$950,887	\$1,008,629	\$1,059,061

EXHIBIT 3.07.13 - RDA SUCCESSOR AGENCY

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	43,039	61,386	2,992	-	-
Other Miscellaneous Revenue	1,564,138	1,841,156	3,165,966	1,454,311	1,316,432
Prior Year Resources	-	-	-	512,868	67,279
TOTAL REVENUES AND OTHER RESOURCES	\$1,607,176	\$1,902,542	\$3,168,958	\$1,967,179	\$1,383,711
EXPENDITURES BY CATEGORY					
Personnel Services	76,389	87,280	82,502	110,242	44,351
Services and Supplies	99,612	92,183	66,922	578,618	64,062
Internal Services	111,272	20,043	17,996	18,322	18,626
Non-Operating	(1,545)	(63)	16,440	-	-
Debt Service	890,132	635,298	564,255	1,259,997	1,256,672
TOTAL EXPENDITURES	\$1,175,860	\$834,742	\$748,115	\$1,967,179	\$1,383,711

CITYWIDE FUND SUMMARIES

EXHIBIT 3.07.14 - OTHER SPECIAL REVENUE FUNDS

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	10,124	13,823	7,183	-	-
Other Agencies	3,436,867	1,405,062	1,726,379	1,196,988	6,615,746
Charges for Services	690,653	706,058	528,523	454,818	490,178
Other Miscellaneous Revenue	1,206,362	1,141,402	1,528,437	1,164,277	1,320,647
Internal Transfers	5,982	-	-	-	-
Prior Year Resources	-	-	-	54,870	-
TOTAL REVENUES AND OTHER RESOURCES	\$5,349,987	\$3,266,345	\$3,790,522	\$2,870,953	\$8,426,571
EXPENDITURES BY CATEGORY					
Personnel Services	2,564,847	2,020,640	1,968,028	1,346,277	1,480,400
Services and Supplies	1,462,209	955,044	826,145	1,311,277	1,210,255
Internal Services	263,155	132,469	128,277	142,461	167,149
Non-Operating	(4,557)	14	10,041	-	-
Debt Service	-	2	-	-	-
Capital Outlay	1,093	119,754	369,448	-	-
Reserves & Contingencies	-	-	-	70,938	70,938
CIP	-	257,274	748,312	-	5,425,800
Transfers	-	-	-	-	72,029
TOTAL EXPENDITURES	\$4,286,747	\$3,485,197	\$4,050,251	\$2,870,953	\$8,426,571

CAPITAL FUNDS

EXHIBIT 3.07.15 - GENERAL CAPITAL

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Other Taxes	1,609,887	659,407	1,852,131	-	816,750
Use of Money and Property	251,468	284,369	386,424	10,000	-
Other Agencies	744,843	-	-	-	-
Other Miscellaneous Revenue	80,860	87,455	94,931	-	-
Internal Transfers	60,907	159,134	618,850	-	1,736,325
Prior Year Resources	-	-	-	2,296,362	2,881,700
TOTAL REVENUES AND OTHER RESOURCES	\$2,747,964	\$1,190,364	\$2,952,336	\$2,306,362	\$5,434,775
EXPENDITURES BY CATEGORY					
Personnel Services	75,536	79,747	121,645	-	-
Services and Supplies	696,315	20,231	726,468	42,400	59,000
Internal Services	2,819	1,053	1,809	-	-
Non-Operating	(109,378)	(2,273)	1,419,253	-	-
CIP	34,819	260,822	312,449	2,263,962	5,375,775
Transfers	812	442,000	-	-	-
TOTAL EXPENDITURES	\$700,924	\$801,581	\$2,581,624	\$2,306,362	\$5,434,775

CITYWIDE FUND SUMMARIES

WATER AND WASTEWATER CAPITAL

EXHIBIT 3.07.16

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	2,270,149	2,088,467	773,283	-	242,245
Other Agencies	261,466	723	1,532,418	-	-
Charges for Services	3,629,282	1,168,207	980,650	-	2,291,715
Other Miscellaneous Revenue	174,763	2,782,408	13,306	-	27,216,189
Internal Transfers	8,701,566	3,310,598	1,086,420	3,573,352	7,089,498
Prior Year Resources	-	-	-	32,644,858	43,887,558
TOTAL REVENUES AND OTHER RESOURCES	\$15,037,226	\$9,350,403	\$4,386,077	\$36,218,210	\$80,727,205
EXPENDITURES BY CATEGORY					
Personnel Services	1,118,690	1,313,615	1,325,207	-	-
Services and Supplies	3,705,652	3,822,006	2,284,297	-	-
Internal Services	9,548	7,410	5,670	-	-
Non-Operating	(731,929)	(11,627)	743,671	-	-
Capital Outlay	-	326,970	-	-	-
CIP	13,608,468	14,915,841	11,649,333	36,218,210	75,475,800
Transfers	1,905,817	1,000,000	1,086,420	-	5,251,405
TOTAL EXPENDITURES	\$19,616,245	\$21,374,216	\$17,094,598	\$36,218,210	\$80,727,205

ESTUARY PROTECTION*

EXHIBIT 3.07.17

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	163,792	213,351	114,233	-	-
Charges for Services	2,340,916	2,242,164	2,198,624	-	-
Other Miscellaneous Revenue	1,619	1,136	192	-	-
TOTAL REVENUES AND OTHER RESOURCES	\$2,506,328	\$2,456,650	\$2,313,049	\$-	\$-
EXPENDITURES BY CATEGORY					
Services and Supplies	788	(98)	-	-	-
Non-Operating	(79,321)	298	153,334	-	-
TOTAL EXPENDITURES	(\$78,532)	\$200	\$153,334	\$0	\$0

*Beginning FY 2021-22, the Estuary Protection fund was absorbed into the Wastewater Operations fund.





CITYWIDE FUND SUMMARIES

INTERNAL SERVICE FUNDS

EXHIBIT 3.07.18

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	409,929	422,768	294,319	-	70,000
Other Agencies	159,599	(43,789)	279,223	-	-
Charges for Services	21,269,358	21,725,894	23,536,758	24,814,755	26,995,698
Other Miscellaneous Revenue	139,902	13,259,704	578,318	-	-
Internal Transfers	76,626	4,170,374	1,615,238	1,433,462	5,700,000
Prior Year Resources	-	-	-	3,788,990	6,319,935
TOTAL REVENUES AND OTHER RESOURCES	\$22,055,414	\$39,534,950	\$26,303,856	\$30,037,207	\$39,085,633
EXPENDITURES BY CATEGORY					
Personnel Services	5,423,698	6,355,546	6,596,183	7,301,938	8,542,034
Services and Supplies	18,335,243	13,978,575	16,978,273	17,074,979	19,301,929
Internal Services	756,591	921,162	1,082,144	883,899	820,881
Non-Operating	1,022,640	1,441,252	1,911,970	-	-
Debt Service	1,219	558	-	-	-
Capital Outlay	2,992,698	3,603,447	2,570,274	3,992,962	4,812,819
Reserves & Contingencies	-	-	-	761,429	407,970
CIP	-	-	-	-	5,200,000
Transfers	55,151	20,151	8,488,191	22,000	-
TOTAL EXPENDITURES	\$28,587,239	\$26,320,691	\$37,627,035	\$30,037,207	\$39,085,633

DEBT SERVICE

EXHIBIT 3.07.19

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
REVENUES AND OTHER RESOURCES BY CATEGORY					
Use of Money and Property	59,363	38,389	841	-	-
Other Miscellaneous Revenue	-	-	23,418,635	-	-
Internal Transfers	2,697,826	2,668,848	1,587,738	2,244,685	2,293,618
TOTAL REVENUES AND OTHER RESOURCES	\$2,757,189	\$2,707,237	\$25,007,214	\$2,244,685	\$2,293,618
EXPENDITURES BY CATEGORY					
Services and Supplies	-	-	262,201	-	-
Debt Service	2,685,163	2,683,925	27,895,281	2,244,685	2,293,618
Transfers	-	3,554,983	-	-	-
TOTAL EXPENDITURES	\$2,685,163	\$6,238,908	\$28,157,482	\$2,244,685	\$2,293,618

CITYWIDE REVENUES AND OTHER RESOURCES BY FUND BY FISCAL YEAR

EXHIBIT 3.08

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	FY 2023-24 ESTIMATE
General	118,824,765	124,549,485	139,735,089	124,242,507	142,519,633	139,239,919
Measure O-Transaction and Use Tax	13,293,512	13,742,497	16,008,853	21,024,191	20,105,416	18,037,143
Water Operations	38,577,060	38,884,210	39,916,304	41,460,844	37,222,316	39,955,671
Wastewater Operations	24,916,107	23,686,279	21,916,361	28,545,581	27,354,735	27,385,882
TRANSPORTATION DEVELOPMENT ACT						
TDA Art8C & Art4 Program	217,625	327,837	278,953	299,606	299,800	305,957
TDA Art3 Program	67,811	73,229	47,871	60,000	60,000	61,200
Transportation	1,757,620	1,114,921	2,401,292	50,000	19,214,600	6,088,000
Gas Tax	5,396,430	5,380,828	5,076,150	4,851,490	6,695,582	5,372,319
Housing and Urban Development	674,163	835,428	647,699	2,226,258	2,010,935	2,051,265
Downtown Parking District	1,245,164	1,072,416	1,019,627	1,584,223	1,684,049	1,170,316
Maintenance Assessment Districts	848,510	821,643	1,011,669	1,052,809	1,124,165	1,149,026
Street Light Maintenance District	1,346,880	1,258,230	1,114,412	1,380,281	1,585,935	1,684,598
Property Based Improvement District (PBID)	466,228	983,573	916,490	1,008,629	1,059,061	1,080,243
RDA SUCCESSOR AGENCY						
Redevelopment Obligation Retirement	1,341,554	1,707,107	3,089,331	1,305,402	1,269,722	1,309,983
Successor Agency Administration	253,496	154,896	79,627	115,181	46,722	47,737
Successor Housing Agency	12,126	40,540	-	546,596	67,267	68,661
OTHER SPECIAL REVENUE FUNDS						
General & Categorical Grant Program	5,086,217	2,994,901	3,413,324	2,641,830	8,171,141	2,797,363
Supplemental Law Enforcement	255,178	264,647	257,993	229,123	245,430	250,060
Law Enforcement	8,593	6,797	119,205	-	10,000	10,200
CAPITAL FUNDS						
Capital Improvement	458,841	272,673	1,051,137	1,681,000	4,050,200	4,366,500
Park & Rec Capital Improv	2,200,154	882,730	1,631,616	582,962	1,325,575	431,750
Public Art Program	88,970	34,961	269,583	42,400	59,000	147,480
Water Capital	11,732,209	6,716,148	2,493,665	21,534,000	34,881,205	57,223,000
Wastewater Capital	3,305,017	2,634,255	1,892,413	14,684,210	45,846,000	65,802,000
INTERNAL SERVICE FUNDS						
Information Technology ISF	4,841,751	6,995,970	6,479,192	6,622,069	10,779,710	12,279,602
Fleet Maintenance ISF	6,042,040	5,893,284	5,907,912	7,578,512	8,306,653	8,448,232
Facilities Maintenance ISF	4,307,861	4,303,565	4,522,119	4,949,095	6,937,633	4,856,082
Digital Publishing ISF	434,225	374,693	229,298	451,085	463,995	473,706
Workers Compensation ISF	2,901,111	4,176,274	2,820,265	3,454,913	4,440,559	4,492,056
Employee Benefits ISF	1,567,000	1,818,575	1,919,967	1,724,655	1,777,684	1,813,326
Public Liability ISF	1,961,426	15,972,589	4,425,102	5,256,878	6,379,399	6,478,246
DEBT SERVICE						
Debt Service Obligation	2,147,448	2,127,983	18,054,649	2,244,685	2,293,618	2,289,940
TOTAL	\$256,577,089	\$270,103,165	\$288,747,169	\$303,431,015	\$398,287,740	\$417,167,463

CITYWIDE EXPENDITURES BY FUND BY FISCAL YEAR

EXHIBIT 3.09

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	FY 2023-24 ESTIMATE
General	114,845,658	119,193,645	118,677,670	124,242,507	142,519,633	139,239,919
Measure O-Transaction and Use Tax	10,271,637	13,781,522	13,784,538	21,024,191	20,105,416	18,037,143
Water Operations	36,817,229	38,856,094	35,772,958	41,460,844	37,222,316	39,955,671
Wastewater Operations	23,924,999	24,078,866	24,513,910	28,545,581	27,354,735	27,385,882
TRANSPORTATION DEVELOPMENT ACT						
TDA Art8C & Art4 Program	286,598	252,184	209,751	299,606	299,800	305,957
TDA Art3 Program	127,680	91,134	105,106	60,000	60,000	61,200
Transportation	883,470	103,219	1,836,712	50,000	19,214,600	6,088,000
Gas Tax	3,938,904	5,939,442	7,583,618	4,851,490	6,695,582	5,372,319
Housing and Urban Development	497,024	717,969	1,199,957	2,226,258	2,010,935	2,051,265
Downtown Parking District	775,438	1,347,488	547,850	1,584,223	1,684,049	1,170,316
Maintenance Assessment Districts	600,011	676,402	810,410	1,052,809	1,124,165	1,149,026
Street Light Maintenance District	1,256,512	1,411,565	1,477,222	1,380,281	1,585,935	1,684,598
Property Based Improvement District (PBID)	489,012	1,039,965	950,887	1,008,629	1,059,061	1,080,243
RDA SUCCESSOR AGENCY						
Redevelopment Obligation Retirement	890,132	635,298	594,805	1,305,402	1,269,722	1,309,983
Successor Agency Administration	175,885	88,833	75,868	115,181	46,722	47,737
Successor Housing Agency	109,843	110,610	77,442	546,596	67,267	68,661
OTHER SPECIAL REVENUE FUNDS						
General & Categorical Grant Program	4,081,665	3,260,269	3,890,841	2,641,830	8,171,141	2,797,363
Supplemental Law Enforcement	179,276	199,146	143,933	229,123	245,430	250,060
Law Enforcement	25,806	25,782	15,477	-	10,000	10,200
CAPITAL FUNDS						
Capital Improvement	33,386	47,910	112,658	1,681,000	4,050,200	4,366,500
Park & Rec Capital Improv	674,716	751,999	1,194,160	582,962	1,325,575	431,750
Public Art Program	(7,178)	1,672	1,274,806	42,400	59,000	147,480
Water Capital	9,281,527	7,551,453	10,784,903	21,534,000	34,881,205	57,223,000
Wastewater Capital	10,334,718	13,822,763	6,309,695	14,684,210	45,846,000	65,802,000
INTERNAL SERVICE FUNDS						
Information Technology ISF	5,235,064	5,603,608	6,354,528	6,622,069	10,779,710	12,279,602
Fleet Maintenance ISF	6,249,201	7,399,007	6,330,943	7,578,512	8,306,653	8,448,232
Facilities Maintenance ISF	3,663,497	4,183,339	4,227,574	4,949,095	6,937,633	4,856,082
Digital Publishing ISF	409,921	396,344	390,670	451,085	463,995	473,706
Workers Compensation ISF	5,023,650	1,912,570	5,257,537	3,454,913	4,440,559	4,492,056
Employee Benefits ISF	1,577,696	2,248,955	2,457,022	1,724,655	1,777,684	1,813,326
Public Liability ISF	6,428,211	4,576,869	12,608,762	5,256,878	6,379,399	6,478,246
DEBT SERVICE						
Debt Service Obligation	2,091,531	5,645,476	20,484,692	2,244,685	2,293,618	2,289,940
TOTAL	251,172,717	265,951,400	290,056,903	303,431,015	398,287,740	417,167,463

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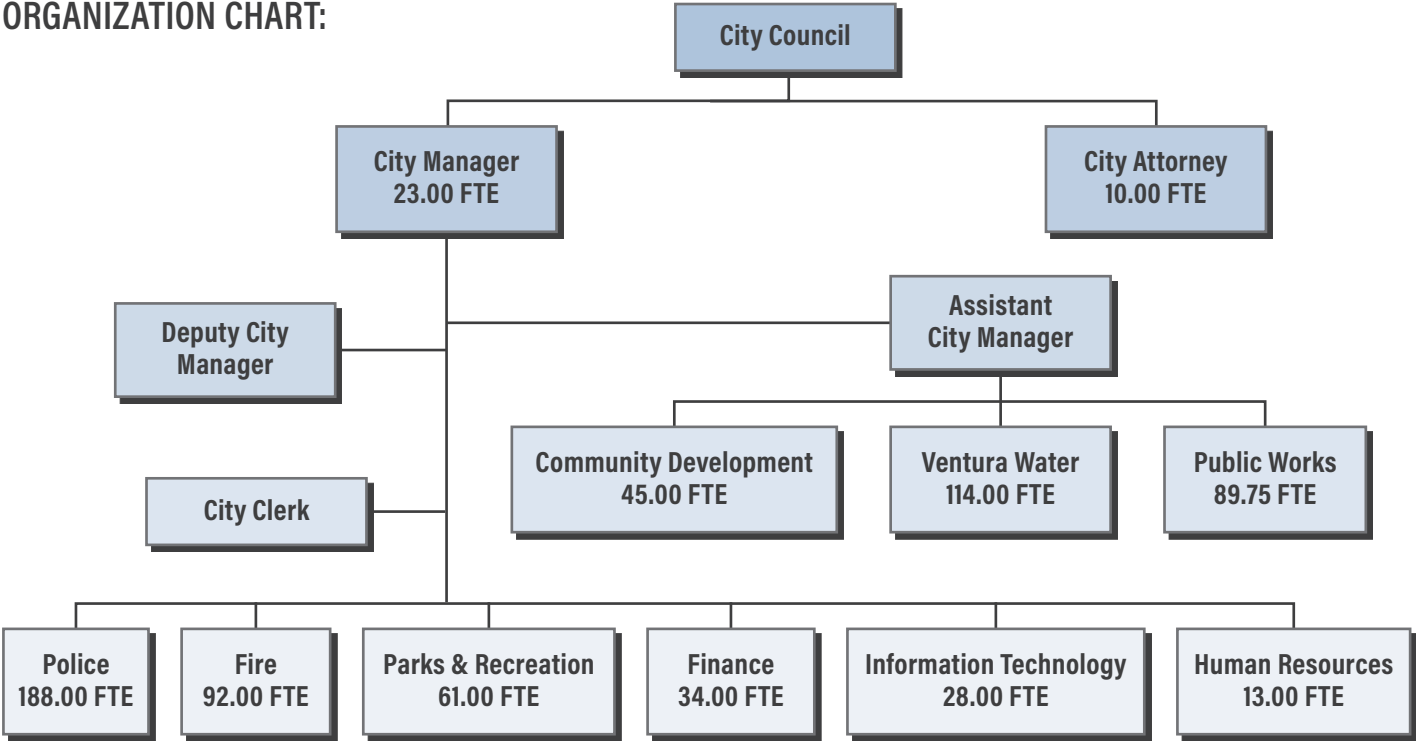


DEPARTMENT SUMMARIES



DEPARTMENT SUMMARIES

ORGANIZATION CHART:



LINKING CITY COUNCIL GOALS TO DEPARTMENT GOALS

The following chart represents City Council's FY 2022-23 citywide goals and objectives and links them with the departments responsible for carrying out these priorities.

NEW GOALS		LEAD DEPARTMENT
BROADBAND	Improve Citywide broadband accessibility.	Public Works
FISCAL STABILITY	Develop an Economic Development strategy.	City Manager's Office
FISCAL POLICIES	Revise and adopt long-term and sustainable fiscal policies.	Finance
	Revise achievable and affordable compensation policy based upon the results of the comprehensive citywide classification and compensation study.	Human Resources
HOUSING POLICIES	Implement the objectives of the Housing Element and pursue the pro-housing designation.	Community Development
RETAIN FOCUS FOR MULTI-YEAR PROJECTS		LEAD DEPARTMENT
<ul style="list-style-type: none"> Expand and make permanent outdoor dining in Downtown Ventura with the Main Street Moves Program. Improve the City's entitlement and permitting process consistent with Matrix Report recommendations. VenturaWaterPure: Create local, drought-proof source of water supply. 		City Manager's Office
<ul style="list-style-type: none"> Update the General Plan to include a new Climate Action and Resiliency Plan (CARP) and comprehensive Local Coastal Program (LCP) amendment. Improve the City's Historic Preservation process. 		Community Development
<ul style="list-style-type: none"> Modernize the City's financial and human resource management systems. Update the City's radio systems to current technologies that allow for interagency operability. 		Information Technology
<ul style="list-style-type: none"> Create and adopt a sustainable five-year strategic plan. 		Fire
<ul style="list-style-type: none"> Protect and restore Ventura's coastline through its Coastal Management Plan. Extend Olivas Park Drive and construct a levee. 		Public Works



CITY COUNCIL

TOTAL ADOPTED BUDGET:
\$311,004

OVERVIEW

Ventura is a Charter City, operating with a seven-member City Council. Beginning in 2018, the City of Ventura conducted its first district-based elections. The 2018 Election elected councilmembers to Districts 1, 4, 5 & 6 and the 2020 Election elected councilmembers to districts 2, 3, & 7. The newly elected councilmembers assume their seat on the City Council at the first meeting in December following the election and serve for a term of four years. At the same time, the Council is reorganized and one of its members is selected to be mayor. The mayor serves a term of two years as the presiding officer of the Council. The mayor has been delegated the responsibility to act as the City Council's ceremonial representative at public events and functions. The deputy mayor is also selected in the same manner and serves a two-year term.

EXHIBIT 4.01A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	241,060	210,968	227,656	313,504	311,004
TOTAL EXPENDITURES		\$241,060	\$210,968	\$227,656	\$313,504	\$311,004

EXHIBIT 4.01B - EXPENDITURES BY CATEGORY

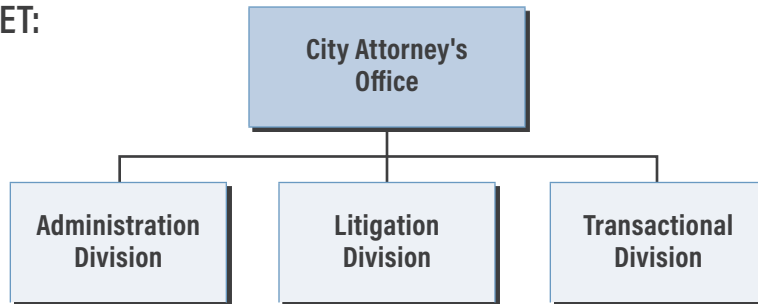
ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	77,686	78,620	78,922	80,278	80,278
520	Services and Supplies	130,751	103,685	105,695	148,584	148,584
560	Internal Services	32,623	28,663	31,585	34,642	32,142
750	Reserves & Contingencies	-	-	50,000	50,000	50,000
TOTAL CIP & OPERATING EXPENDITURES		\$241,060	\$210,968	\$266,202	\$313,504	\$311,004

EXHIBIT 4.01C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
10100	City Council	241,060	210,968	266,202	313,504	311,004
GENERAL FUND (01)		\$241,060	\$210,968	\$266,202	\$313,504	\$311,004
TOTAL EXPENDITURES		\$241,060	\$210,968	\$266,202	\$313,504	\$311,004

TOTAL ADOPTED BUDGET:
\$3,427,209

FTE: 10.00



Providing the highest quality legal services to the City government, its elected and appointed officials, and staff to effectively serve our community.

OVERVIEW

The City Attorney is the chief legal officer of the City and is appointed by the City Council. The City Attorney's Office is responsible for transactional matters, contracts and leases, ordinances, resolutions, civil litigation, advising the Mayor, City Council, City Manager, and staff on legal issues, and prosecutes municipal code violations.

FY 2021-22 TOP ACCOMPLISHMENTS

- Completed the Design-Build and Construction Manager at Risk Ordinance, Resolution, and Conflicts-of-Interest Policy
- Assisted Ventura Water in resolving the Sanitary Sewer Overflows Consent Decree
- Obtained dismissal of the Kessner et al. water class action lawsuit against the City
- Provided redistricting legal support
- Prepared pandemic emergency response legal advice
- Provided legal support on implementation of commercial cannabis program
- Legal review and support for update of General Plan
- Developed streamlining ordinance
- Explored legal options for lighting district solvency
- Assisted with Main Street Moves permit



CITY ATTORNEY

WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ESTIMATE
Ordinances prepared	23	27	37
Resolutions prepared	55	90	107
Contracts/amendments prepared/reviewed	288	458	532
Miscellaneous work requests including opinion, staff report, letter, subpoena, license/permit and memo	278	353	284
Civil cases handled/overseen	30	32	31
Criminal/prosecution cases filed	75	75	33
Criminal/prosecution court appearances	260	268	108

EXHIBIT 4.02A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	2,269,950	2,167,350	2,203,977	2,194,765	2,340,318
52	Water Operations	-	-	3,441	270,281	336,891
69	Public Liability ISF	290,653	257,723	346,495	750,000	750,000
TOTAL EXPENDITURES		\$2,560,603	\$2,425,072	\$2,553,913	\$3,215,046	\$3,427,209

EXHIBIT 4.02B - EXPENDITURES BY CATEGORY

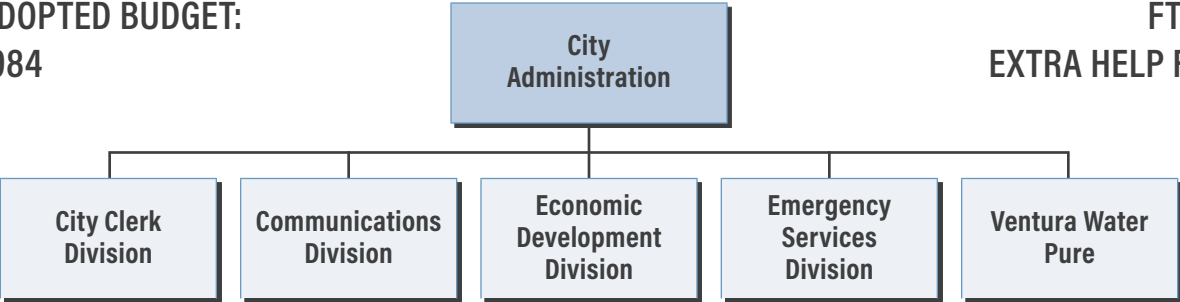
ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	1,603,513	1,721,302	1,745,632	1,835,021	2,084,332
520	Services and Supplies	850,039	603,955	1,245,393	1,261,578	1,213,511
560	Internal Services	107,051	99,815	113,915	118,447	129,366
TOTAL CIP & OPERATING EXPENDITURES		\$2,560,603	\$2,425,072	\$3,104,940	\$3,215,046	\$3,427,209

EXHIBIT 4.02C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
10600	City Attorney Administration	2,269,950	2,167,350	2,354,940	2,194,765	2,340,318
GENERAL FUND (01)		\$2,269,950	\$2,167,350	\$2,354,940	\$2,194,765	\$2,340,318
WATER OPERATIONS FUND (52)						
63600	City Attorney Administration (Water)	-	-	-	270,281	336,891
WATER OPERATIONS FUND (52)		\$0	\$0	\$0	\$270,281	\$336,891
PUBLIC LIABILITY ISF FUND (69)						
10603	City Attorney Unforeseen Litigation	290,653	257,723	750,000	750,000	750,000
PUBLIC LIABILITY ISF FUND (69)		\$290,653	\$257,723	\$750,000	\$750,000	\$750,000
TOTAL EXPENDITURES		\$2,560,603	\$2,425,072	\$3,104,940	\$3,215,046	\$3,427,209

TOTAL ADOPTED BUDGET:
\$5,560,984

FTE: 23.00
EXTRA HELP FTE: 0.10



Serving our community together - they're counting on us.

OVERVIEW

The City Manager is the administrative head of the City, appointed by the City Council to execute their decisions, initiatives, and policies. The City Manager's Office is distributed across six divisions:

CITY ADMINISTRATION

The City Manager advises the City Council on strategic direction for the City and provides overall organizational leadership to ensure a customer-centric workforce. The City Manager's Office coordinates all interdepartmental assignments, intergovernmental relations, special projects, and many other aspects necessary to effectively and efficiently run our City.

CITY CLERK DIVISION

The City Clerk is responsible for facilitating, producing, and posting Council agendas and packets. The City Clerk also administers the City's records management program, produces and disseminates information, and provides public access to records. The City Clerk is also the local elections official.

ECONOMIC DEVELOPMENT DIVISION

The Economic Development Division works in partnership with the business community to cultivate an environment for economic sustainability, growth, and a balanced economy for the residents of Ventura. The Economic Development Division is responsible for providing resources that help businesses thrive in Ventura.

EMERGENCY SERVICES DIVISION

The Emergency Services Division works citywide to develop a comprehensive program for employees and external stakeholders to plan, prepare for, learn from, and respond to emergency incidents.

COMMUNICATIONS DIVISION

The Communications Division oversees and coordinates citywide communications and community outreach activities. It serves as a resource for City departments, the media, and community members.

VENTURA WATER PURE

The VenturaWaterPure (VWP) Division is responsible for the design and construction of the City's indirect potable water reuse program. VWP will create a local, drought-proof source of water supply for the community, while helping the City meet its consent decree requirements.

CITY MANAGER

WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ACTUAL
Partner meetings	50	200	125
Business interactions	150-200	350	150
Special projects	4	5	3
Economic Development Committee meetings	6	7	1
Safe & Clean, Affordable Housing, and Homeless Subcommittee meetings - NOW Hope & Solutions Subcommittee	8	8	12
Trash pick-up in the Santa Clara River Bottom	20	3	10
Participation in backpack medicine	8	2	5
Homeless resource fair	0	0	1
Community intervention court	34	17	24
Social service provider meetings	8	4	8
Reporting at social services task force	10	11	12
Proactive on the street outreach	367	1491	2000
Homeless served at the shelter	68	77	100
Point-in-time count homeless overall**	531	713	820
Point-in-time count unsheltered**	386	382	500
Communications Division press releases	52	57	55
All staff meetings - facilitated by the Communications Division	8	8	7
Communications Division citywide outreach campaigns for Department projects/programs	30	40	45
Communications special projects	10	17	18
City Council agendas published	39	42	39
City Council agenda items published	627	359	319
Ordinances adopted	39	19	17
Resolutions adopted	59	91	88
City Council contracts approved/processed	142	221	155
Scheduled virtual public meetings*	61	263	297
Conducted virtual public meetings*	56	194	220
Committee, boards, and commission appointments	27	17	15

*New City Clerk duty added due to COVID; Started March 2020

**Sheltered point-in-time count didn't take place in FY 2020-21 as a result of COVID-19 pandemic



PHOTO: COMMUNITY GARDENS TEAM BUILDING DAY

TOP ACCOMPLISHMENTS: FY 2021-22

- Five Year Fire Department Strategic Plan completed and presented to Council
- Fire Department Community Outreach meetings completed as per council direction
- Hazard Mitigation plan completed and submitted to County Office of Emergency Services. County Board and FEMA have approved the county-wide plan. Will be presented to Council for approval September 2022.
- Successful lobbying effort in Washington DC that resulted in 14 million dollars in Federal funding for Ventura Water.

FY 2022-23 CONTRIBUTION TO COUNCIL GOALS

- COVID Response and Recovery
- Complete Fire Operational Review
- VenturaWaterPure program
- Finalize agreement for municipal broadband
- Complete City Council redistricting effort
- Determine feasibility of citywide Outdoor Dining Program

FY 2022-23 DEPARTMENTAL GOALS

- Develop economic development strategy
- Revision of City evacuation plan
- Removal of large buildups of debris in river bottoms
- Redistricting for the 2022 municipal election



CITY MANAGER

EXHIBIT 4.03A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	1,792,658	5,850,445	6,872,107	5,596,594	5,157,890
02	General & Categorical Grant Program	-	-	73,297	111,026	-
05	Measure O-Transaction and Use Tax	-	1,768,470	916,503	1,809,404	-
52	Water Operations	-	-	62,270	260,913	403,094
TOTAL EXPENDITURES		\$1,792,658	\$7,618,915	\$7,924,177	\$7,777,937	\$5,560,984

EXHIBIT 4.03B - EXPENDITURES BY CATEGORY

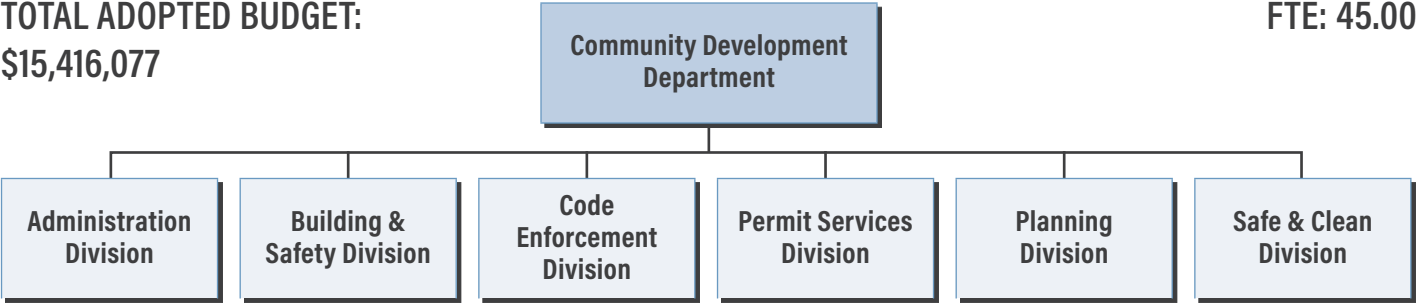
ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	1,484,535	3,641,201	2,461,167	2,911,225	3,289,947
520	Services and Supplies	172,789	3,594,785	2,573,665	4,225,462	2,011,681
560	Internal Services	128,972	173,272	181,157	186,997	259,356
570	Non-Operating	6,361	186,670	130,000	130,000	-
580	Debt Service	-	14	-	-	-
700	Capital Outlay	-	22,973	-	-	-
750	Reserves & Contingencies	-	-	-	324,253	-
TOTAL CIP & OPERATING EXPENDITURES		\$1,792,658	\$7,618,915	\$5,345,989	\$7,777,937	\$5,560,984

EXHIBIT 4.03C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
10300	City Manager	1,221,370	1,481,781	1,223,579	1,385,705	1,468,932
10310	Citywide Communications	-	5,963	1,002,608	1,445,674	1,324,580
10313	Economic Development Administration	-	1,535,847	1,345,421	1,193,983	1,183,925
10315	Emergency Services Management	-	86,481	210,073	240,634	250,828
10329	City Clerk	571,288	541,211	526,684	580,598	929,625
11000	COVID-19	-	2,177,991	-	500,000	-
11050	Downtown Business Expansion	-	21,171	-	250,000	-
GENERAL FUND (01)		\$1,792,658	\$5,850,445	\$4,308,365	\$5,596,594	\$5,157,890
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)						
10318	Homeless Housing Assistance And Prevention Program (HHAP) Grant	-	-	-	111,026	-
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)		\$0	\$0	\$0	\$111,026	\$0
MEASURE O-TRANSACTION AND USE TAX FUND (05)						
19001	Safe and Clean 2.0	-	1,768,470	1,037,624	1,809,404	-
MEASURE O-TRANSACTION AND USE TAX FUND (05)		\$0	\$1,768,470	\$1,037,624	\$1,809,404	\$0
WATER OPERATIONS FUND (52)						
63300	VenturaWaterPure Program Administration	-	-	-	260,913	403,094
WATER OPERATIONS FUND (52)		\$0	\$0	\$0	\$260,913	\$403,094
TOTAL EXPENDITURES		\$1,792,658	\$7,618,915	\$5,345,989	\$7,777,937	\$5,560,984

TOTAL ADOPTED BUDGET:
\$15,416,077

FTE: 45.00



We help the community develop a vibrant, safe, and sustainable future.

OVERVIEW

The Community Development Department ensures that existing buildings, additions to existing structures, and new construction meet the policies and guidelines that have been established for public safety, zoning and development. The Department is structured into six divisions that align with its core services to include:

ADMINISTRATION DIVISION

The Administration Division consists of the Department director and support staff. The Division is responsible for planning and executing the management of the Community Development Department, conducting administrative and clerical tasks, and ensures the Department's efficient operation. This Division includes the Grants & Housing team which works to provide funding and program options for affordable housing.

BUILDING AND SAFETY DIVISION

Building and Safety manages multiple phases of new building construction and performs a variety of inspections in accordance with California building codes. The Division provides building permit plan checks and assurance of building safety for new buildings, additions, and tenant improvements.

CODE ENFORCEMENT DIVISION

Code Enforcement enforces the municipal code, property maintenance code, fire code, and other ordinances to address blight, nuisances, and health and safety issues. Code Enforcement promotes safe and clean neighborhoods, preserves property values, and supports economic vitality through education and compliance.

PERMIT SERVICES DIVISION

Permit Services assists homeowners, business owners, and contractors with the permit application process. The Division coordinates with other City departments in their review and issues permits.

PLANNING DIVISION

Planning is the City's authority for permitting development applications. The Division accomplishes this by providing expeditious, thorough, and structured review of proposed development projects. This includes environmental review, historical review, and other technical analyses that evaluate the merits of a project leading to a City entitlement decision. The Division is also responsible for updating, maintaining, and implementing the General Plan, which serves as the City's framework in creating a sustainable and vibrant community.

SAFE AND CLEAN DIVISION

The Safe & Clean Division focuses primarily on homeless issues throughout the City. Safe & Clean is responsible for existing City homeless programs, the creation of new campaigns and outreach opportunities, and the improvement of private/public partnerships to expand services and reduce homelessness in Ventura.

WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ACTUAL
CODE ENFORCEMENT			
Priority 1 cases opened	2,470**	782**	243
Priority 2 cases opened	131	73	59
Priority 3 cases opened	404	362	342
PLANNING			
Planning cases	233	208	164
BUILDING AND SAFETY			
Permits issued	4,223	4,220	5,329
Inspections	14,111	11,278	10,916
Building records disclosure reports	1,109	1,553	1,477
Documents scanned	113,326	55,953	14,750
Documents uploaded	1,091	7,266	8,500

**Includes COVID-19 cases.

FY 2021-22 TOP ACCOMPLISHMENTS

Building and Safety

- Completed the inspections for 350 new dwelling units, including Coastline and Thompson Village.
- Completed over 10,900 inspections.
- Completed 43 Thomas Fire rebuilds.
- Began 36 new Thomas Fire rebuilds.
- Administered Certificates of Occupancy to 349 new residential units.

Code Enforcement

- Completed 644 enforcement cases.

Housing Services

- Continuous enforcement of the rent stabilization ordinance in the City.
- Managed \$918,812 in 12 housing/homeless related grants.
- Had an urgency eviction ordinance adopted by the City Council.

Permit Services

- Assisted residents through the handling of 38,340 calls.
- Issued 5,329 construction permits.

Planning

- Brought 69 agenda items to 42 planning hearings.
- Had final action on 68 planning applications.

FY 2022-23 CONTRIBUTION TO COUNCIL GOALS

- Completion of the 2021-2029 Housing Element.
- Adoption of an updated Accessory Dwelling Unit ordinance.
- Active enforcement of the Inclusionary Housing Ordinance.
- The creation, recruitment, and filling of the Housing Services Manager position.
- Actively working towards the acquisition and rehabilitation of local establishment to create permanent supportive housing.
- Completion of the Climate Action and Resiliency Plan.
- Successful processing of the first round of commercial cannabis applications.
- Completion of the Citywide Historic Context Statement and Survey with HPC recommendation.

FY 2022-23 DEPARTMENTAL GOALS

- Continue to recruit and retain staff to strengthen the City team.
- Fully integrate Planning operations to Energov.
- Create and implement a form-based code overlay.
- Contribute support to the City Manager's Office for Main Street Moves.
- Continue work on amendments to the Local Coast Program to adopt local ordinances.
- Continue improving the Development Review Process (Matrix).
- Create and implement a comprehensive homelessness plan.
- Make progress on a tenant protection ordinance.
- Conduct a study on the nature and extent of vacation rentals and their impact on the local housing market.
- Continue work on the General Plan Update.

COMMUNITY DEVELOPMENT

EXHIBIT 4.04A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	9,170,130	7,051,939	6,647,493	8,754,834	9,124,760
02	General & Categorical Grant Program	-	-	19,728	700,000	700,000
05	Measure O-Transaction and Use Tax	-	-	120,000	120,000	2,196,671
32	HCDA-Act Of 1974 Program	497,024	717,969	1,199,957	2,226,258	2,010,935
85	Redevelopment Obligation Retirement	890,132	635,298	594,805	1,305,402	1,269,722
86	Successor Agency Administration	175,885	88,833	75,868	115,181	46,722
87	Successor Housing Agency	109,843	110,610	77,442	546,596	67,267
TOTAL EXPENDITURES		\$10,843,014	\$8,604,651	\$8,735,292	\$13,768,271	\$15,416,077

EXHIBIT 4.04B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	5,085,584	4,466,589	4,800,810	5,826,372	6,133,858
520	Services and Supplies	4,129,752	2,755,123	4,459,318	6,181,376	7,372,106
560	Internal Services	625,367	479,940	488,184	500,526	584,941
570	Non-Operating	71,417	(97,580)	-	-	-
580	Debt Service	890,172	635,336	1,229,625	1,259,997	1,256,672
700	Capital Outlay	-	246,758	-	-	68,500
750	Reserves & Contingencies	-	-	594,071	-	-
TOTAL OPERATING EXPENDITURES		\$10,802,293	\$8,486,166	\$11,572,008	\$13,768,271	\$15,416,077
800	CIP	40,721	118,485	-	-	-
TOTAL CIP & OPERATING EXPENDITURES		\$10,843,014	\$8,604,651	\$11,572,008	\$13,768,271	\$15,416,077

EXHIBIT 4.04C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
10311	Economic Development Administration	1,523,066	-	-	-	-
10312	Property Management	4,927	1	-	-	-
31100	Community Development Administration	836,893	645,435	919,259	1,422,837	1,773,708
31119	Housing	216,238	218,944	44,807	388,577	783,539
31123	City Repair and Demolition	-	-	5,000	5,000	5,000
31125	Long Range Property Management	18,231	23,005	14,243	14,243	25,332
31132	Safe and Clean Public Places	45,264	-	-	-	-
31150	Thomas Fire Recovery-CD	1,266,505	805,859	345,000	345,000	165,000
32000	Permit Services	-	-	-	906,629	1,195,252
32125	Code Enforcement	939,816	1,037,498	830,876	942,103	810,355
32140	Construction Permits	2,076,207	2,263,981	2,385,214	2,351,151	2,324,560
33100	Planning Services	2,214,532	2,027,219	2,351,660	2,348,994	2,009,214
34100	Housing Preservation Program	3,451	5,000	5,300	5,300	7,800
34104	Code Compliance Loan Admin	12,500	12,499	12,500	12,500	12,500
34105	Comm Rehab Loan Admin	12,500	12,499	12,500	12,500	12,500
GENERAL FUND (01)		\$9,170,130	\$7,051,939	\$6,926,359	\$8,754,834	\$9,124,760
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)						
33155	SB2 Planning Grant	-	-	310,000	180,000	180,000
33156	2020 Local Early Action Planning (LEAP) Grant Program	-	-	-	400,000	400,000
33157	Wildfire Resiliency and Recovery Planning Grant	-	-	-	120,000	120,000
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)		\$0	\$0	\$310,000	\$700,000	\$700,000

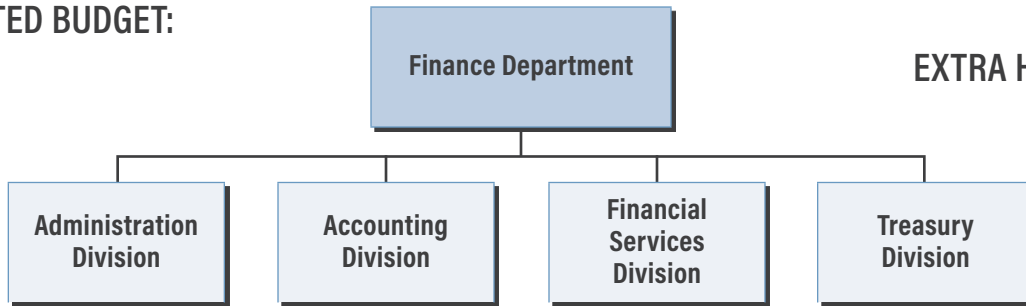
COMMUNITY DEVELOPMENT

EXHIBIT 4.04C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
MEASURE O-TRANSACTION AND USE TAX FUND (05)						
39002	Housing and Services Assistance	-	-	120,000	120,000	-
39003	Safe & Clean 2.0 - Housing Services	-	-	-	-	2,196,671
MEASURE O-TRANSACTION AND USE TAX FUND (05)		\$0	\$0	\$120,000	\$120,000	\$2,196,671
HCDA-ACT OF 1974 PROGRAM FUND (32)						
22332	Rev Mgmt-HCDA, Act 1974	(65,827)	(97,532)	-	-	-
94080	CDBG Housing Preservation	22,500	22,500	135,000	135,000	135,000
94233	Economic Development	17,500	17,500	175,000	175,000	175,000
94234	CDBG Administrative	157,589	141,745	154,243	190,782	136,495
94610	Fair Housing	10,000	9,826	10,000	10,000	10,000
94611	Home Program & Administration	60,188	57,440	105,929	58,519	47,483
94619	CEDC-Snapdragon (HOME)	-	3,438	-	-	-
94621	PRCP-Westpark Sports Field Improvements-PH I	43,282	-	-	-	-
94622	Turning Point-Our Place Shelter Renov	1,855	-	-	-	-
94624	Countywide Emergency Program	40,000	-	-	25,000	25,000
94625	PSHHC - Homeless Prevention	-	13,203	9,552	20,000	20,000
94626	HOME Villages At Westview	7,424	150	-	-	-
94628	HOME - El Portal Acquisition	-	13,875	-	-	-
94631	Westpark - Portland Loo Restrooms	1	231,099	-	-	-
94632	Avenue Library Services	65,000	62,000	-	30,000	30,000
94636	Homeless Program Services	-	-	621,000	450,000	450,000
94646	PW-Cameron Street Improvement	3,356	109,300	260,000	-	-
94657	Westside Neighborhood Revitalization & Outreach Program	84,157	82,615	90,000	121,900	121,900
94663	HOME CHDO Reserve	-	-	-	66,747	66,747
94676	WEV Self Employment Training	50,000	50,000	50,000	-	-
94697	Homeowner Occupied Home Repair	-	810	30,000	37,500	37,500
94699	Home Housing Development Other	-	-	594,071	333,740	333,740
94700	Economic Development Collaboration - Forgivable Loan Program	-	-	-	286,750	286,750
94701	River Haven - Extra Support Services	-	-	-	60,320	60,320
94702	PW-Streets/Environmental Safe Sidewalks	-	-	-	75,000	75,000
94703	PW-Streets ADA Improvements	-	-	-	150,000	-
HCDA-ACT OF 1974 PROGRAM FUND (32)		\$497,024	\$717,969	\$2,234,795	\$2,226,258	\$2,010,935
REDEVELOPMENT OBLIGATION RETIREMENT FUND (85)						
99201	Redevelopment Obligation Retirement	890,132	635,298	1,759,716	1,305,402	1,269,722
REDEVELOPMENT OBLIGATION RETIREMENT FUND (85)		\$890,132	\$635,298	\$1,759,716	\$1,305,402	\$1,269,722
SUCCESSOR AGENCY ADMINISTRATION FUND (86)						
99200	RDA Successor Agency Administration	175,885	88,833	145,280	115,181	46,722
SUCCESSOR AGENCY ADMINISTRATION FUND (86)		\$175,885	\$88,833	\$145,280	\$115,181	\$46,722
SUCCESSOR HOUSING AGENCY FUND (87)						
99210	Successor Housing Agency Administration	109,843	110,610	75,858	87,596	49,767
99211	SHA Housing Preservation Program	-	-	-	-	7,500
99221	Ventura Springs Affordable Housing Development	-	-	-	459,000	10,000
SUCCESSOR HOUSING AGENCY FUND (87)		\$109,843	\$110,610	\$75,858	\$546,596	\$67,267
TOTAL EXPENDITURES		\$10,843,014	\$8,604,651	\$11,572,008	\$13,768,271	\$15,416,077

TOTAL ADOPTED BUDGET:
\$12,106,379

FTE: 34.00
EXTRA HELP FTE: 0.48



Advance, invest, and protect the City through finance.

OVERVIEW

The Finance Department provides financial resources and data that enable our City departments to deliver core services more efficiently and effectively while leveraging technology to build organizational capacity. The Department is structured across four functional divisions:

ADMINISTRATION DIVISION

The Administration Division empowers the Department's overall administrative direction and policy implementation, advises the City Manager and the City Council, and provides the overall coordination of the Department, including Accounting, Treasury, and Financial Services.

ACCOUNTING DIVISION

The Accounting Division manages all general accounting services for the City including payroll, payment of invoices, and preparation of the Annual Comprehensive Financial Report.

FINANCIAL SERVICES DIVISION

The Financial Services Division leads all budgeting, purchasing, contract management, and digital publishing services for the City.

TREASURY DIVISION

The Treasury Division is the chief administrator for all local taxes to include: business licenses, transient occupancy tax, and utility users tax. Treasury also manages cash assets and long-term debt for the City.



WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ESTIMATE
Number of payroll and AP payments processed	66,601	57,808	44,959
Number of active business licenses	12,603	12,650	12,619
Number of purchase orders issued	1,073	1,140	1,265
Years of receiving GFOA Distinguished Budget Presentation Award	7	8	9
Years receiving GFOA Annual Financial Report Award	41	42	43
Pieces of outgoing mail processed	79,019	69,611	126,024
Number of digital publishing workorders	1,253	566	855

EXHIBIT 4.05A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	4,035,809	5,148,863	4,143,466	4,392,645	4,717,676
02	General & Categorical Grant Program	(1,595)	(137)	-	-	72,029
21	Debt Service Obligation	2,091,531	5,645,476	20,484,692	2,244,685	2,293,618
23	Debt Service Fund-Parking Structure	593,631	593,431	7,672,790	-	-
45	Property Based Improvement District (PBID)	489,012	1,039,965	950,887	1,008,629	1,059,061
61	Information Technology ISF	5,235,064	5,603,608	6,354,528	6,622,069	3,500,000
66	Digital Publishing ISF	409,921	396,344	390,670	451,085	463,995
83	General Property, Plant, Equip	8,596,347	8,740,516	8,851,143	-	-
TOTAL EXPENDITURES		\$21,449,719	\$27,168,066	\$48,848,175	\$14,719,113	\$12,106,379

EXHIBIT 4.05B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	5,222,571	6,076,536	6,280,149	7,349,245	4,264,050
520	Services and Supplies	3,520,371	4,261,540	3,825,492	3,943,771	1,533,487
560	Internal Services	532,764	525,938	548,871	579,096	443,195
570	Non-Operating	8,615,458	8,925,731	100	-	-
580	Debt Service	2,691,234	2,684,028	2,682,088	2,244,685	2,293,618
700	Capital Outlay	867,322	1,139,310	746,685	428,962	-
750	Reserves & Contingencies	-	-	1,241,752	173,354	-
900	Transfers	-	3,554,983	-	-	72,029
TOTAL OPERATING EXPENDITURES		\$21,449,719	\$27,168,066	\$15,325,137	\$14,719,113	\$8,606,379
800	CIP	-	-	150,000	-	3,500,000
TOTAL CIP & OPERATING EXPENDITURES		\$21,449,719	\$27,168,066	\$15,475,137	\$14,719,113	\$12,106,379

EXHIBIT 4.05C - EXPENDITURES BY PROJECT

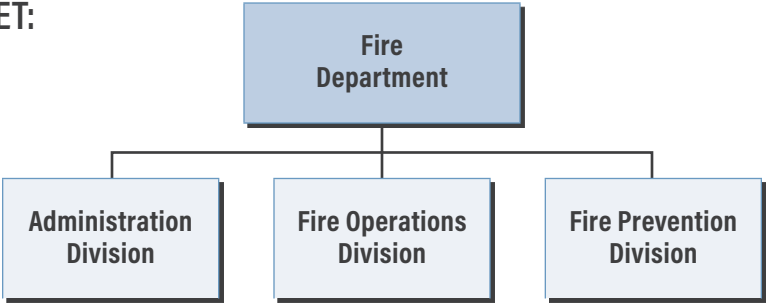
PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
21100	Finance and Technology Administration	661,127	673,172	633,897	657,209	701,902
22200	Accounting and Reporting	1,405,103	1,579,043	1,417,980	1,661,152	1,759,901
22205	Payroll Services	-	1	-	-	-
22400	Purchasing & Contracts	315,158	353,314	336,609	376,413	396,108
22420	Mail Services	61,654	44,312	45,530	26,443	43,643
22600	Treasury, Debt & Cash Management	354,074	537,222	506,358	534,046	549,711
22700	Business Licensing	413,584	480,258	334,345	378,487	399,067
22800	Revenue Operations	183,733	190,303	189,677	203,539	212,615
23100	Financial Planning and Analysis	549,628	640,457	513,184	555,356	654,729
81004	Finance and Technology Trust	-	2,789	-	-	-
81005	Community Development Trust	-	-	-	-	-
81006	Parks Recreation & Community Partnership Trust	-	163	-	-	-
81008	Fire Trust	-	2,529	-	-	-
81010	AB1600 Trust	-	84	-	-	-
81014	B Of A Ena Georgino-Beers Trust	-	155	-	-	-
81015	Peg Wave Cable Trust	91,748	304,960	-	-	-
81016	Peg-Spectrum (Charter) Capital Improvements	-	340,103	292,954	-	-
GENERAL FUND (01)		\$4,035,809	\$5,148,863	\$4,270,534	\$4,392,645	\$4,717,676
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)						
22302	Rev Mgmt Gen Grant & Cat	(1,595)	(137)	-	-	72,029
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)		(\$1,595)	(\$137)	\$0	\$0	\$72,029
DEBT SERVICE OBLIGATION FUND (21)						
22285	Debt-COP 2012 Series A	680,469	951,049	1,353,825	-	-
22286	Debt-COP 2012 Series B	670,300	528,558	-	-	-
22288	Debt-COP Ref 2010 Series F	740,763	4,165,869	744,163	-	-
22289	Debt-COP 2021 Series	-	-	-	2,244,685	2,293,618
DEBT SERVICE OBLIGATION FUND (21)		\$2,091,531	\$5,645,476	\$2,097,988	\$2,244,685	\$2,293,618
DEBT SERVICE FUND-PARKING STRUCTURE FUND (23)						
22297	Debt-2007 Series E COP	593,631	593,431	592,000	-	-
DEBT SERVICE FUND-PARKING STRUCTURE FUND (23)		\$593,631	\$593,431	\$592,000	\$0	\$0
PROPERTY BASED IMPROVEMENT DISTRICT (PBID) FUND (45)						
22345	Rev Mgmt - PBID	489,012	1,039,965	960,599	1,008,629	1,059,061
PROPERTY BASED IMPROVEMENT DISTRICT (PBID) FUND (45)		\$489,012	\$1,039,965	\$960,599	\$1,008,629	\$1,059,061
INFORMATION TECHNOLOGY ISF FUND (61)						
10560	Information Technology Administration	856,793	810,942	918,339	1,254,794	-
10561	Information Technology Operations	1,837,958	2,356,073	1,938,099	1,925,967	-
10564	Police-Fire Information Services	494,328	510,888	619,114	723,848	-
10566	Council Technology Equip Upgrade	7,806	-	-	-	-
10568	V-GIS	69	37,193	-	-	-
10569	Business Application Services	1,086,793	962,104	1,482,889	1,501,642	-
10574	CAD/RMS Systems	754,384	338,806	-	-	-
10576	Land & Development Management Systems	177,940	429,769	219,730	414,199	-

EXHIBIT 4.05C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
10577	Information Technology Service Updates & Replacements	-	-	846,685	628,265	-
22259	Depreciation-Computer Replacement	86,904	159,685	-	-	-
22361	Rev Mgmt-Information Technology	(67,911)	(1,852)	948,780	173,354	-
97000	Enterprise Resource Planning System (ERP)	-	-	150,000	-	3,500,000
INFORMATION TECHNOLOGY ISF FUND (61)		\$5,235,064	\$5,603,608	\$7,123,636	\$6,622,069	\$3,500,000
DIGITAL PUBLISHING ISF FUND (66)						
22265	Depreciation-Reproduction Svcs	1,481	1,481	-	-	-
22366	Rev Mgmt-Reproduction Services	(6,147)	(105)	-	-	-
22430	Digital Publishng Services	414,586	394,968	430,380	451,085	463,995
DIGITAL PUBLISHING ISF FUND (66)		\$409,921	\$396,344	\$430,380	\$451,085	\$463,995
GENERAL PROPERTY, PLANT, EQUIP FUND (83)						
83001	Governmental Depreciation	8,596,347	8,740,516	-	-	-
GENERAL PROPERTY, PLANT, EQUIP FUND (83)		\$8,596,347	\$8,740,516	\$0	\$0	\$0
TOTAL EXPENDITURES		\$21,449,719	\$27,168,066	\$15,475,137	\$14,719,113	\$12,106,379

TOTAL ADOPTED BUDGET:
\$27,205,388

FTE: 92.00
EXTRA HELP FTE: 2.29



Enhance the quality of life and the environment through the professional delivery of emergency response, community education, and inspection services.

OVERVIEW

The Fire Department is an all-hazards emergency services agency. The Department maintains a highly trained and skilled workforce in many disciplines to protect the life and property of Ventura’s residents and visitors. The Department consists of three divisions: Administration, Fire Operations, and Fire Prevention.

FIRE ADMINISTRATION DIVISION

The Fire Administration Division is responsible for the management and supervision of all Department services, programs, and policies. This entails managing the budget to provide equipment and training, hiring new personnel, payroll records and reporting, purchasing, inventory control, computer related functions and training, labor relations, and clerical support services.

FIRE PREVENTION DIVISION

The Fire Prevention Division is responsible for developing and implementing programs and policies that prevent or reduce the loss of property and life, personal injury, or environmental damage. In addition, this Division reviews permits and oversees the proper installation of fire sprinkler, fire alarm, and fire suppression systems. Fire inspectors conduct inspections to ensure that current codes and standards are followed. Hazardous materials specialists provide inspections for regulatory programs involving storage tanks and dangerous materials.

FIRE OPERATIONS DIVISION

The Fire Operations Division operates 24 hours per day out of six fire stations, providing emergency response to fire, medical and traumatic illness and injury, hazardous materials, and natural disaster emergencies. Each of our six engine companies and one ladder truck company is staffed with a minimum of one advanced life support (ALS) firefighter/paramedic, making our response vehicles mobile emergency rooms. Many members of the Operations Division are cross trained in numerous other disciplines such as Ocean Rescue, Urban Search & Rescue, and Hazardous Materials Response in addition to their fire suppression and Emergency Medical Service (EMS) duties.

WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ESTIMATE
Number of fire calls	499	642	542
Number of medical/ rescue calls	11,566	12,230	13,483
Number of other calls for service	4,445	2,976	3,003
Total number of calls for service	16,510	15,848	17,028



FY 2021-22 TOP ACCOMPLISHMENTS

- Completed "Fire Department Strategic Plan and Action Plan" which was presented and received by City Council. This 5-year plan focuses on the current and future needs of the fire department, specifically focusing on staffing needs, facility upgrades, and fleet improvements to transform the Ventura Fire Department into a 21st century fire agency.
- Hosted one community meeting at each of the six fire stations focused on informing residents on the status of the Fire Department.
- Promoted two staff members to division heads, the Assistant Fire Chief and the Fire Marshal, and filled numerous other vacancies.
- Responded to 17,050 incidents, totaling 21,100 unit responses.
- Completed 11,355 inspections and 455 project plan checks.

FY 2022-23 DEPARTMENT GOALS:

- Keep the citizens and property in our city safe
- Respond to all emergencies with improved response times
- Maintain highly trained and diverse staff at all levels
- Fund modern and well-maintained stations and appropriate apparatus throughout the city
- Educate and enhance the department's relationship with the community.



EXHIBIT 4.06A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	20,525,607	21,722,936	21,190,425	22,154,211	24,236,367
02	General & Categorical Grant Program	831,656	249,705	896,423	-	-
04	Capital Improvement	-	-	-	-	500,000
05	Measure O-Transaction and Use Tax	1,746,972	1,848,384	2,436,695	2,662,149	2,469,021
TOTAL EXPENDITURES		\$23,104,234	\$23,821,025	\$24,523,543	\$24,816,360	\$27,205,388

EXHIBIT 4.06B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	19,364,511	20,090,831	19,887,585	21,292,504	22,494,145
520	Services and Supplies	1,247,131	1,182,235	855,393	1,010,685	990,766
560	Internal Services	2,446,085	2,502,264	2,429,432	2,483,171	2,996,332
570	Non-Operating	-	104	-	-	-
700	Capital Outlay	46,507	45,590	90,000	30,000	120,000
750	Reserves & Contingencies	-	-	-	-	104,145
TOTAL OPERATING EXPENDITURES		\$23,104,234	\$23,821,025	\$23,262,410	\$24,816,360	\$26,705,388
800	CIP	-	-	-	-	500,000
TOTAL CIP & OPERATING EXPENDITURES		\$23,104,234	\$23,821,025	\$23,262,410	\$24,816,360	\$27,205,388

EXHIBIT 4.06C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
51100	Fire Administration	710,511	760,794	750,193	852,372	774,656
51150	Post Thomas Fire Rebuild	100,447	101,937	-	-	-
52100	Fire Suppression	15,951,361	16,816,503	16,533,319	17,259,789	18,628,108
52103	Safer Supplement	-	-	-	-	620,775
52106	Roving Medic Engine	638,868	801,999	570,560	807,840	834,348
52110	Fire Suppression Admin	433,558	452,752	405,756	393,529	382,412
52115	Fire Communications	133,274	123,380	107,800	109,400	107,400
52150	Hazardous Materials Response	55,120	74,993	44,488	45,083	43,641
52200	Fire Training	576,632	509,764	445,730	474,442	469,479
52250	Fire Station Maintenance	49,602	33,775	30,225	30,225	30,225
52300	Apparatus & Equipment	173,798	158,767	72,550	72,550	72,550
52301	Emergency Vehicle Preemption	-	746	-	-	-
52350	Emergency Preparedness	34,318	20,808	6,190	6,190	3,240
52356	Paramedic Services	382,895	481,151	443,335	408,129	407,918
52400	Fire Prevention/Public Education	26,870	53,514	29,079	29,451	26,733
52450	Urban Search and Rescue	12,841	60,800	27,895	28,389	30,192
52460	Water Rescue	40,043	9,418	6,145	6,179	5,997
53210	Fire Prevention	814,892	885,856	894,230	1,236,925	1,406,017
53220	Hazardous Materials CUPA	390,577	375,979	392,100	393,718	392,676
GENERAL FUND (01)		\$20,525,607	\$21,722,936	\$20,759,595	\$22,154,211	\$24,236,367
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)						
52120	Mutual Aid Reimbursement	676,615	200,713	-	-	-
52131	2017 EMPG Grant	16,369	-	-	-	-
52132	2018 EMPG Grant	27,668	-	-	-	-
52306	F2015 FEMA DHS AFG HAZMAT Training Grant	91,315	-	-	-	-
52336	F2017 Homeland Security - USAR	14,160	18,340	-	-	-
52337	F2018 Homeland Security - USAR	-	26,229	-	-	-
52339	F2018 Homeland Security - CERT	-	4,396	-	-	-
52342	F2016 Homeland Security - CERT	2,150	-	-	-	-

EXHIBIT 4.06C - EXPENDITURES BY PROJECT (CONTINUED)

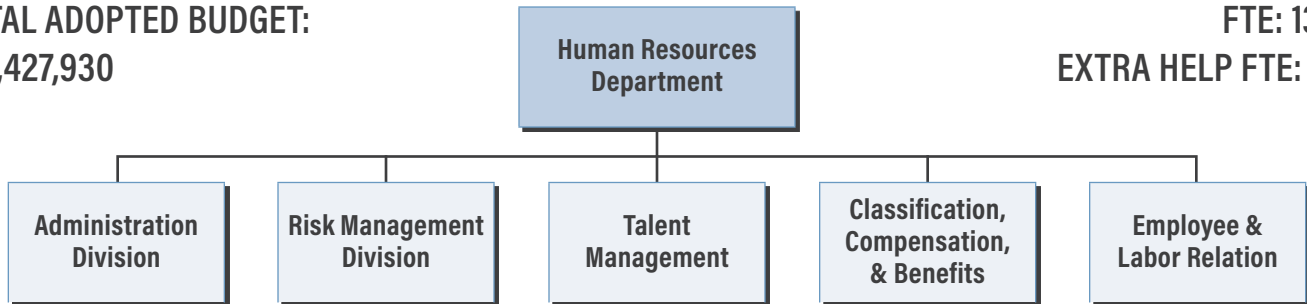
PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
52343	F2017 Homeland Security - CERT	3,379	-	-	-	-
52358	F2010 UASI EOC Grant	-	26	-	-	-
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)		\$831,656	\$249,705	\$0	\$0	\$0
CAPITAL IMPROVEMENT FUND (04)						
93710	Fire Station No. 7	-	-	-	-	500,000
CAPITAL IMPROVEMENT FUND (04)		\$0	\$0	\$0	\$0	\$500,000
MEASURE O-TRANSACTION AND USE TAX FUND (05)						
52105	Fire Suppression #4	1,746,972	1,848,384	2,502,815	2,662,149	2,469,021
MEASURE O-TRANSACTION AND USE TAX FUND (05)		\$1,746,972	\$1,848,384	\$2,502,815	\$2,662,149	\$2,469,021
TOTAL EXPENDITURES		\$23,104,234	\$23,821,025	\$23,262,410	\$24,816,360	\$27,205,388



HUMAN RESOURCES

TOTAL ADOPTED BUDGET:
\$13,427,930

FTE: 13.00
EXTRA HELP FTE: 0.19



To attract, develop, and retain a talented and dedicated workforce by promoting an organizational culture that reflects the City's core values, competencies, and ethical principles to ensure the highest level of service to the City.

OVERVIEW

The Human Resource Department recruits and retains our well-qualified and diverse workforce in a manner that reflects the community's high standards. The Department is structured to deliver their core services to all City departments. Core services include:

- Organizational and employee development
- Employee and labor relations
- Employee compensation and benefits
- Classification management
- Talent management
- Workers' compensation, safety, wellness and risk management

TOP ACCOMPLISHMENTS: FY 2021-22

- Continued innovative and creative efforts to attract, recruit and retain a highly qualified and diverse workforce
- Opened 160 recruitments
- Conducted six classification studies and established four new job classifications
- Established and administered guidelines, processes, and procedures for handling COVID-19 employee exposures, positive cases, vaccination reactions and leaves of absence.
- Contact traced 553 non-sworn employees. Handled 257 positive cases (sworn and non-sworn).
- Successfully concluded negotiations with 8 bargaining groups.
- Completed a request for proposal and initiated a citywide classification and compensation study.

FY 2022-23 CONTRIBUTION TO COUNCIL GOALS

- Revise achievable and affordable compensation policy based upon the results of the comprehensive Citywide classification and compensation study.
- Dedicate significant staff resources to the Enterprise Resource Planning System implementation.

FY 2022-23 DEPARTMENTAL GOALS

- Continue innovative and creative efforts to attract, recruit and retain a highly qualified and diverse workforce.
- Refocus efforts on claims management, employee wellness and safety.
- Complete citywide classification and compensation study.
- Conduct a new citywide employee engagement survey.
- Conduct labor negotiations for all 8 bargaining groups.
- Increase employee training opportunities and expand the training program.

WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ESTIMATE
Recruitments	44	81	156
Open workers' compensation claims	195	202	221
Open liability claims	73	81	79
New workers' compensation claims	117	252	451
New liability claims	62	81	96

HUMAN RESOURCES

EXHIBIT 4.07A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	1,104,504	1,005,750	1,093,355	1,639,232	1,580,288
67	Workers Compensation ISF	5,023,650	1,912,570	5,257,537	3,454,913	4,440,559
68	Employee Benefits ISF	1,577,696	2,248,955	2,457,022	1,724,655	1,777,684
69	Public Liability ISF	6,097,949	4,310,663	12,262,267	4,506,878	5,629,399
TOTAL EXPENDITURES		\$13,803,800	\$9,477,937	\$21,070,181	\$11,325,678	\$13,427,930

EXHIBIT 4.07B - EXPENDITURES BY CATEGORY

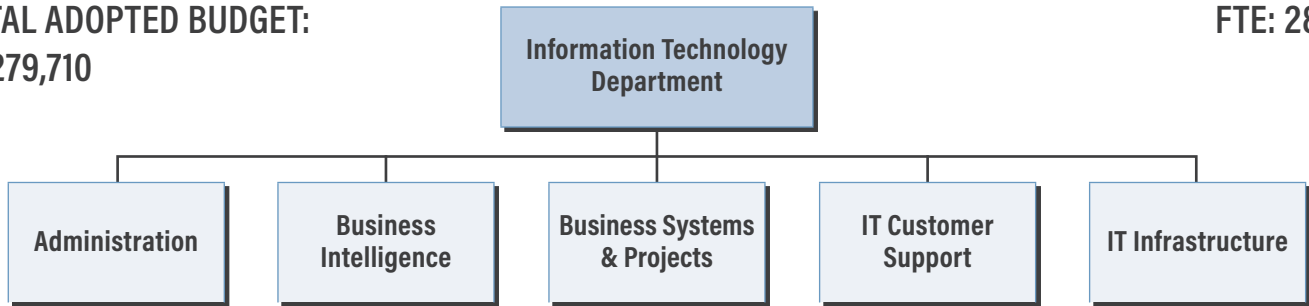
ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	2,259,174	2,905,227	2,407,152	2,638,032	3,066,115
520	Services and Supplies	11,318,993	6,159,794	6,908,655	8,336,123	10,117,988
560	Internal Services	261,666	406,936	338,279	351,523	243,827
570	Non-Operating	(36,032)	5,981	-	-	-
TOTAL CIP & OPERATING EXPENDITURES		\$13,803,800	\$9,477,937	\$9,654,086	\$11,325,678	\$13,427,930

EXHIBIT 4.07C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
10400	Human Resources Administration	454,807	484,935	439,341	574,872	802,054
10420	Recruitment	380,202	326,002	380,729	395,815	424,532
10421	Training Citywide	65,941	66,900	75,139	75,194	68,100
10436	Labor Relations Support	203,555	127,913	349,938	593,351	285,602
GENERAL FUND (01)		\$1,104,504	\$1,005,750	\$1,245,147	\$1,639,232	\$1,580,288
WORKERS COMPENSATION ISF FUND (67)						
10460	Workers Compensation	5,045,620	1,677,968	3,113,054	3,278,379	4,262,525
10461	Prevention Materials / Training	107,509	96,596	140,956	147,534	147,534
10463	Ergonomics	12,022	6,775	14,000	14,000	11,000
10464	Communicable Diseases	11,676	6,030	15,443	15,000	18,750
22367	Rev Mgmt-Workers Comp	(153,177)	125,201	-	-	750
WORKERS COMPENSATION ISF FUND (67)		\$5,023,650	\$1,912,570	\$3,283,453	\$3,454,913	\$4,440,559
EMPLOYEE BENEFITS ISF FUND (68)						
10431	Employee Benefits Administration	1,569,979	2,242,849	1,626,676	1,724,655	1,777,684
22368	Rev Mgmt-Employee Benefits	7,718	6,106	-	-	-
EMPLOYEE BENEFITS ISF FUND (68)		\$1,577,696	\$2,248,955	\$1,626,676	\$1,724,655	\$1,777,684
PUBLIC LIABILITY ISF FUND (69)						
22269	Depreciation-Risk Mgmt	432	432	-	-	-
22369	Rev Mgmt-Risk Management	(15,758)	2,308,762	-	-	-
26100	Risk Management Administration	222,795	175,369	224,116	241,199	233,174
26110	Risk Mgmt-Insurance, Claims & Judgements	5,881,185	1,758,983	3,274,694	4,265,679	5,396,225
44111	Thomas Fire-Emergency Protective Measures	9,294	67,117	-	-	-
PUBLIC LIABILITY ISF FUND (69)		\$6,097,949	\$4,310,663	\$3,498,810	\$4,506,878	\$4,579,134
TOTAL EXPENDITURES		\$13,803,800	\$9,477,937	\$9,654,086	\$11,325,678	\$13,427,930

TOTAL ADOPTED BUDGET:
\$7,279,710

FTE: 28.00



OVERVIEW

The newly formed Information Technology department provides critical services for all City departments while implementing the technology needed to advance the City's primary goals and mission statement. Responsibilities include traditional information technology support services (data network, servers, computer devices, telecommunications, geographic information systems (GIS), business applications etc.) as well as any needed enterprise related project management.

ADMINISTRATION

The Administration Division is responsible for all IT related business operations, planning, and budgeting as well as all existing contract and vendor management. This division also helps manage the City's technology related policies and priorities while ensuring initiatives follow the City's adopted Strategic Plan.

any computer-related problems to ensure all City devices work properly and safely.

BUSINESS INTELLIGENCE

The Business Intelligence Division manages all the City's Geographic Information Systems (GIS) as well as the spatial data analysis needed to provide enhanced GIS related services to the City.

IT INFRASTRUCTURE

The IT Infrastructure Division is responsible for the City's network related operations as well as database management, telecommunications, and maintenance of all computer devices and hardware. This division also works to enhance the City's network security and maintain the backup of all existing data and systems.

BUSINESS SYSTEMS AND PROJECTS

The Business Systems and Projects Division is responsible for implementing and maintaining the City's enterprise systems and business application portfolio, which includes the City's Enterprise Resource Planning system (ERP) as well as all core operational business applications. This team is also responsible for executing enterprise related projects and help manage the integrations, data, and workflows tied to all systems.

IT CUSTOMER SUPPORT

The primary focus of the newly formed Customer Service Division is to improve the overall customer service experience as it relates to the City's existing IT help desk. This division not only manages and maintain the City's help desk, but also works with City employees to troubleshoot

FY 2021-22 KEY ACCOMPLISHMENTS

- Upgraded the Energov Desktop system to EnterGov Enterprise allowing customers to request permits, see review status and pay invoices online.
- enQuesta Utility Billing system used by Ventura Water was upgraded from a desktop application to a hosted cloud-based application.
- Implemented e-signature access and training (Adobe Sign).
- IT deployed Surface Book computers/laptops to the City workforce.
- Installed wireless access points throughout City Hall and at various city locations to improve staff connectivity.
- Improved network speed at Public Safety thus improving their daily productivity.

INFORMATION TECHNOLOGY

WORKLOAD INDICATOR	FY 2021-22 ESTIMATE
Number of IT service tickets - Infrastructure	3479
Number of IT service tickets - Applications	720
Number of IT service tickets - Public Safety	938
Number of Business Applications	21
Average resolution time for service tickets - Infrastructure	13 days
Average resolution time for service tickets - Applications	56 days
Average resolution time for service tickets - Public Safety	11 days



EXHIBIT 4.08A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
61	Information Technology ISF	-	-	-	-	7,279,710
TOTAL EXPENDITURES		\$0	\$0	\$0	\$0	\$7,279,710

EXHIBIT 4.08B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	-	-	-	-	4,255,356
520	Services and Supplies	-	-	-	-	2,057,853
560	Internal Services	-	-	-	-	186,501
700	Capital Outlay	-	-	-	-	780,000
TOTAL CIP & OPERATING EXPENDITURES		\$0	\$0	\$0	\$0	\$7,279,710

EXHIBIT 4.08C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
INFORMATION TECHNOLOGY ISF FUND (61)						
14560	Information Technology Administration	-	-	-	-	744,249
14561	Information Technology Infrastructure	-	-	-	-	2,141,729
14563	Information Technology Customer Service	-	-	-	-	293,994
14564	Information Technology - Public Safety	-	-	-	-	755,596
14569	Business Applications	-	-	-	-	1,197,472
14570	Business Intelligence	-	-	-	-	390,763
14571	Information Technology Project Management	-	-	-	-	742,224
14576	Land Development Management Systems (LDMS)	-	-	-	-	413,683
14577	IT Service Updates and Replacements	-	-	-	-	600,000
INFORMATION TECHNOLOGY ISF FUND (61)		\$0	\$0	\$0	\$0	\$7,279,710
TOTAL EXPENDITURES		\$0	\$0	\$0	\$0	\$7,279,710



NON-DEPARTMENTAL

TOTAL ADOPTED BUDGET:
\$18,641,255

OVERVIEW

The Non-Departmental Department was previously a Division in the Finance Department. This Division has been separated into its own Department to capture all respective financial transactions which pertain to the City as a whole and not to a specific Department.

EXHIBIT 4.09A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	5,609,978	9,733,406	10,164,892	7,591,928	18,390,216
02	General & Categorical Grant Program	571,107	151,081	48,113	-	-
05	Measure O-Transaction and Use Tax	10,700	166,697	236,474	132,892	251,039
69	Public Liability ISF	39,610	8,483	-	-	-
TOTAL EXPENDITURES		\$6,231,394	\$10,059,668	\$10,449,480	\$7,724,820	\$18,641,255

EXHIBIT 4.09B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	137,533	30,804	(260,250)	-	4,950,784
520	Services and Supplies	2,637,027	2,352,055	1,773,973	1,533,733	1,906,643
560	Internal Services	1,291,398	1,290,038	3,416,614	3,450,535	3,327,535
570	Non-Operating	(110,114)	226,764	30,000	43,006	-
750	Reserves & Contingencies	-	-	250,000	250,000	250,000
900	Transfers	2,275,551	6,160,007	3,270,635	2,447,546	8,206,293
TOTAL CIP & OPERATING EXPENDITURES		\$6,231,394	\$10,059,668	\$8,480,972	\$7,724,820	\$18,641,255

NON-DEPARTMENTAL

EXHIBIT 4.09C - EXPENDITURES BY PROJECT

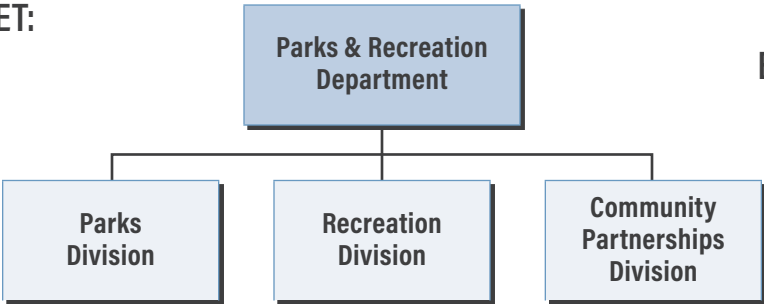
PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
21310	2019 Amgen Tour of California	157,630	707	-	-	-
21950	Thomas Fire Recovery-General Government	408	-	-	-	-
22301	Rev Mgmt-General Fund	(8,943)	5,105,004	275,000	275,000	794,209
26112	Intrl Ser(Ins) Gen Fund	1,232,420	1,232,420	3,358,996	3,358,996	3,235,996
28021	Tsf-To 21 Lease Oblig Cop	1,607,125	1,613,323	1,612,875	753,541	769,968
29999	Citywide Obligations	2,621,339	1,781,952	3,087,161	3,204,391	13,265,790
81015	Peg Wave Cable Trust	-	-	-	-	324,253
GENERAL FUND (01)		\$5,609,978	\$9,733,406	\$8,334,032	\$7,591,928	\$18,390,216
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)						
44120	Thomas Fire-Debris Removal	21,432	-	-	-	-
44130	Thomas Fire-Emergency Mgmt and Admin Costs	82,413	18,655	-	-	-
44140	Thomas Fire-Roads and Bridges	33,885	-	-	-	-
44170	Thomas Fire-Water and Wastewater	131,208	44,756	-	-	-
44180	Thomas Fire-Parks, Recreational, and Other Facilities	276,872	87,093	-	-	-
44200	Thomas Incident-Severe Weather #1	25,297	576	-	-	-
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)		\$571,107	\$151,081	\$0	\$0	\$0
MEASURE O-TRANSACTION AND USE TAX FUND (05)						
22305	Rev Mgmt-2016 Measure O	10,700	166,697	146,940	132,892	251,039
MEASURE O-TRANSACTION AND USE TAX FUND (05)		\$10,700	\$166,697	\$146,940	\$132,892	\$251,039
PUBLIC LIABILITY ISF FUND (69)						
26903	Fiber Optic Repair - Thompson and Ann St.	39,610	8,483	-	-	-
PUBLIC LIABILITY ISF FUND (69)		\$39,610	\$8,483	\$0	\$0	\$0
TOTAL EXPENDITURES		\$6,231,394	\$10,059,668	\$8,480,972	\$7,724,820	\$18,641,255



PARKS & RECREATION

TOTAL ADOPTED BUDGET:
\$29,678,706

FTE: 61.00
EXTRA HELP FTE: 59.24



To enrich the quality of life through recreation, parks, and partnerships.

OVERVIEW

The Parks and Recreation Department provides diverse recreation and education experiences, cultivates and develops partnerships, and maintains the City's open spaces and urban forest. The Department is aligned organizationally to deliver high quality experiences the community expects as follows:

PARKS DIVISION

The Parks Division provides park maintenance services for 46 parks covering over 800 acres including the City's open spaces, community and neighborhood parks, sports fields, beaches, community gardens, and the Ventura Aquatic Center. The Division also oversees golf services, the City's new BAM! (Beautify and Maintain) team, and maintains over 32,000 street trees consisting of 323 tree varieties.

RECREATION DIVISION

The Recreation Division provides recreation classes, activities, camps, and after school education programs; facilitates adult and youth sports programs; coordinates park and sports field rentals; and operates the Westpark Community Center, Ventura Aquatic Center, Leo Robbins Community Sailing Center, and Department Customer Service at City Hall. The Division also jointly oversees the Parks and Recreation Commission with the Parks Division.

COMMUNITY PARTNERSHIPS DIVISION

The Community Partnerships Division provides senior programs and services, arts and culture classes, camps, and community events; operates the historic Olivas Adobe, Albinger Archeological, and Ortega Adobe sites, the Barranca Vista Community Center, Ventura Avenue Adult Center, and 3 community gardens. The Division also manages 3 competitive granting programs, volunteer and community outreach services, and the special event and film permitting process; and oversees the Arts and Culture Commission.

TOP ACCOMPLISHMENTS: FY 2021-22

- Supported Request for Proposals for the Westpark Skatepark expansion
- Completed capital projects including:
 - Arroyo Verde Park inclusive play area
- Completed 2nd entrance at Ventura Community Park
- Successfully implemented special events within the City after two years due to COVID
- Increased revenue in golf programming by over 30%
- Continued COVID safe recreational programming for community residents

PARKS & RECREATION

FY 2022-23 CONTRIBUTION TO COUNCIL GOALS

In support of COVID-19 recovery:

- Provide programing contributing to community health, connection, and well-being
- Focus on programming that provides revenue generation
- Repopulate City community centers, historic sites, and recreation facilities
- Work with Department teams to determine feasibility of citywide Outdoor Dining Program.

FY 2022-23 DEPARTMENTAL GOALS

- Enhance program and service delivery post-COVID
- Continue working with internal and external partners to serve our most vulnerable populations
- Continue ongoing City beautification efforts
- Implement BAM! program
- Initiate Capital Projects including
- Marina Park playground
- Westpark Skatepark expansion

WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ESTIMATE
Response times to tree call-outs: providing responsive service by tracking the number of tree call-outs and percentage assessed and/or addressed within an hour of receiving the call	220 - 98%	234 - 98%	240 - 98%
Grant & sponsorship funding raised to enhance programs: funding raised through grants, partnerships, donations, and sponsorships to enhance programs and services provided to the community	\$761,247	\$543,595	\$613,600
Class participation rates = number of community members participating in programs and activities that involve registration through the ActiveNet system	15,191	5,982	18,381
Trees maintained: number of trees trimmed, removed (including stumps), and planted	8,777	5,566	7,733

EXHIBIT 4.10A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	19,046,060	17,487,975	16,874,801	20,564,145	22,812,397
02	General & Categorical Grant Program	412,128	178,884	236,448	156,839	1,456,516
05	Measure O-Transaction and Use Tax	2,117,801	1,841,191	2,645,682	4,038,685	2,739,756
06	TDA Art8C & Art4 Program	-	-	-	-	101,297
07	TDA Art3 Program	74,008	78,188	61,814	60,000	60,000
18	Park & Rec Capital Improv	674,716	751,999	1,194,160	582,962	1,325,575
19	Public Art Program	(7,178)	1,672	1,274,806	42,400	59,000
40	Maintenance Assmt Districts	600,011	676,402	810,410	1,052,809	1,124,165
TOTAL EXPENDITURES		\$22,917,544	\$21,016,309	\$23,098,121	\$26,497,840	\$29,678,706



PARKS & RECREATION

EXHIBIT 4.10B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	6,887,342	6,611,506	6,331,100	7,827,997	8,704,567
520	Services and Supplies	12,823,721	10,694,133	12,712,711	13,410,218	13,958,429
560	Internal Services	2,604,423	2,288,033	2,323,572	2,437,927	2,569,176
570	Non-Operating	(100,648)	(1,987)	100	100	-
580	Debt Service	-	21	-	-	-
700	Capital Outlay	56,140	166,015	679,335	219,400	180,000
750	Reserves & Contingencies	-	-	372,986	718,113	553,859
900	Transfers	618,749	1,033,662	588,790	1,136,123	1,165,100
TOTAL OPERATING EXPENDITURES		\$22,889,728	\$20,791,382	\$23,008,594	\$25,749,878	\$27,131,131
800	CIP	27,816	224,927	2,793,200	747,962	2,547,575
TOTAL CIP & OPERATING EXPENDITURES		\$22,917,544	\$21,016,309	\$25,801,794	\$26,497,840	\$29,678,706

EXHIBIT 4.10C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
10342	Lifeguard Services	69,632	91,997	143,000	158,000	170,000
10350	Social Services Contribution	163,003	163,000	112,000	143,000	166,000
10371	July 4 th Event	102,320	79,139	101,005	79,611	94,784
33130	Graphics & Marketing	384,685	310,718	225,890	273,876	328,212
71150	Thomas Fire Recovery-PRCP	464	-	-	-	-
71400	Library Services Support	109,542	113,447	1,000	1,000	119,200
72102	Volunteer Program	81,156	94,996	3,266	123,093	-
72110	Event Permits	43,742	35,314	110,119	132,666	117,171
73200	Youth Sports	152,973	145,616	90,687	144,570	97,858
73210	Recreation Division Support	545,852	688,823	787,435	816,963	677,336
73300	Adult Sports and Recreation	144,923	141,966	126,612	137,970	189,939
73310	Adult Recreation Support	45,015	35,122	47	-	-
73400	Aquatics	579,139	439,332	572,401	710,237	905,278
73500	Westpark Community Center	370,730	341,374	251,777	273,305	378,871
73520	High School Leadership	10,784	9,434	4,000	-	-
73600	Recreation Classes	249,889	228,236	241,613	242,785	299,856
73610	Sailing & Kayaking	150,253	107,924	68,181	18,041	196,850
73700	Corporate Games	60,936	137,951	48,420	48,420	61,800
73800	Summer Day Camp	91,134	69,542	16,331	16,100	74,585
73801	Afterschool Programs	435,633	337,463	710,031	691,946	632,062
74410	Senior Services Support	48,657	25,509	1,000	-	-
74800	Ventura Ave Adult/Senior Center	321,493	278,879	291,781	323,074	640,154
75110	Community Partnerships Division Support	77,492	134,932	400,229	235,238	369,661
75215	Historic Programs & Sites	262,830	238,712	251,994	272,874	360,913
75300	Community Gardens	37,326	35,911	64,632	20,347	40,096
75400	Interpretive Outreach Programs	130,011	155,662	61,895	120,301	73,146

PARKS & RECREATION

EXHIBIT 4.10C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
75500	Barranca Vista Center	301,265	361,886	250,571	483,307	380,274
75510	Community Arts & Cultural Affairs Support	202,134	85,961	82,725	-	-
75550	Children's International Arts Festival	19,221	4,529	1,200	-	-
75715	Cultural & Community Arts	341,938	341,937	191,800	293,500	353,027
75770	Music Under The Stars	105,920	72,196	48,147	46,997	55,159
76110	Parks and Recreation Administration	1,092,666	1,051,439	832,745	992,064	1,212,874
76111	Customer Service	107,987	102,639	81,588	-	-
77700	Parks Management Support	468,846	456,112	439,342	475,226	401,193
77720	Park Maintenance	2,189,396	2,194,658	2,231,633	3,053,500	2,530,767
77721	Safe and Clean Parks	106,471	141,142	174,649	195,274	-
77725	Park Facilities	248,600	235,503	183,751	196,367	358,838
77729	Beautify and Maintain (BAM)	-	-	-	-	768,702
77730	Landscape Contract Maintenance	600,703	657,554	480,598	560,117	760,299
77740	Park Contract Maintenance	1,651,932	1,313,922	1,348,653	1,406,189	1,622,328
77750	Parks Aquatics Maintenance	817,514	774,724	802,978	822,948	717,998
77760	Pierpont / S. Seaward Maintenance	492	8,910	15,000	15,000	15,000
77800	Urban Forestry	1,069,119	929,917	812,525	883,283	1,326,845
78300	Golf Operations	1,138,890	696,132	610,005	1,131,317	6,315,321
78301	Olivas Golf Course Contract Operations	2,062,099	1,991,841	2,263,821	2,736,578	-
78302	Buenaventura Golf Course Contract Operations	1,851,255	1,625,971	2,931,620	2,289,061	-
GENERAL FUND (01)		\$19,046,060	\$17,487,975	\$18,468,697	\$20,564,145	\$22,812,397
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)						
73501	Child & Adult Care Food Grant - Westpark	38,552	32,928	18,800	37,691	37,695
73612	Cal Boating Grant	26,586	50,100	30,000	37,000	37,000
74500	Senior Nutrition Program	80,390	95,850	38,870	82,148	159,821
76301	Westview Village Redevelopment Grant	266,600	-	-	-	-
92919	Skateboard Park Improvements	-	7	-	-	-
92928	Skateboard Park Improvements	-	-	-	-	1,222,000
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)		\$412,128	\$178,884	\$87,670	\$156,839	\$1,456,516
MEASURE O-TRANSACTION AND USE TAX FUND (05)						
79001	Community Granting Program	-	-	123,000	85,500	106,528
79003	Safe and Clean 2.0	794,261	369,206	860,440	1,128,985	455,887
79004	Senior Strategic Plan	-	37,499	-	-	-
79005	Urban Forestry Tree Maintenance	900,000	880,438	1,300,000	1,300,000	900,000
79006	Median Maintenance	298,824	269,076	300,000	300,000	375,000
79008	Park/Aquatic Center Replacement	74,716	234,532	150,000	330,000	150,000
79009	Parks Landscape Maintenance	-	440	400,000	400,000	-
79012	East Ventura Library	50,000	50,000	231,200	169,200	50,000
79015	Beautify And Maintain (BAM)	-	-	-	-	702,341
79020	Park Row/Ventura Avenue Portland Loo Restroom	-	-	160,000	160,000	-
92922	Remove and Replace Retaining Wall - Petit Ave	-	-	-	165,000	-
MEASURE O-TRANSACTION AND USE TAX FUND (05)		\$2,117,801	\$1,841,191	\$3,524,640	\$4,038,685	\$2,739,756

PARKS & RECREATION

EXHIBIT 4.10C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
TDA ART8C & ART4 PROGRAM FUND (06)						
77727	Beautify and Maintain Transit	-	-	-	-	101,297
TDA ART8C & ART4 PROGRAM FUND (06)		\$0	\$0	\$0	\$0	\$101,297
TDA ART3 PROGRAM FUND (07)						
90713	Bike Path Maintenance	74,008	78,188	60,000	60,000	60,000
TDA ART3 PROGRAM FUND (07)		\$74,008	\$78,188	\$60,000	\$60,000	\$60,000
PARK & REC CAPITAL IMPROV FUND (18)						
22018	Rev Mgmt-Park & Rec Impr	(63,643)	443,755	-	-	-
92006	Comm Park Energy Savings Improvements	11,764	159,541	-	-	-
92898	Saticoy Neighborhood Park	642,445	-	-	-	-
92916	Community Park 2nd Entrance, Ramelli/Telephone	69,506	32,038	1,374,200	-	-
92917	Westpark - Portland Loo Restrooms	14,644	104,530	-	-	-
92918	Arroyo Verde Park Playground Rebuild	-	9,658	972,000	-	-
92919	Skateboard Park Improvements	-	2,476	-	-	-
92920	Community Park Softball Field No. 5 Lights	-	-	447,000	-	-
92921	Marina Park Playground Replacement	-	-	-	582,962	475,750
92946	Ventura Event Center	-	-	-	-	849,825
PARK & REC CAPITAL IMPROV FUND (18)		\$674,716	\$751,999	\$2,793,200	\$582,962	\$1,325,575
PUBLIC ART PROGRAM FUND (19)						
98004	Art General	(15,112)	(313)	-	-	-
98100	Public Art Administration	3,073	1,985	6,000	16,200	21,600
98153	Public Art Municipal Art Acquisition	323	-	7,500	6,200	10,200
98173	Public Art-Conservation	-	-	5,000	5,000	15,000
98177	Public Art-Place Community Art Projects	38	-	15,000	15,000	12,200
98182	Public Art-Community Response	4,000	-	11,000	-	-
98197	Public Art-General Park Bicycle Racks	500	-	-	-	-
PUBLIC ART PROGRAM FUND (19)		(\$7,178)	\$1,672	\$44,500	\$42,400	\$59,000
MAINTENANCE ASSMT DISTRICTS FUND (40)						
24001	Maint Dist 1 Weston West Ranch	8,700	8,988	10,383	10,822	11,716
24002	Maint Dist 2 Beazer Homes	51,526	100,637	53,849	52,000	58,996
24003	Maint Dist 3 Bird Of Paradise	32,452	29,783	32,675	33,138	35,888
24004	Maint Dist 4 Sycamore Village	41,688	47,110	58,242	57,692	64,748
24006	Maint Dist 6 Groves	71,978	96,976	88,829	108,418	117,416
24008	Maint Dist 8 Greystone Homes	43,353	43,287	50,399	64,500	69,854
24010	Maint Dist 10 Weston East Ranch	8,873	9,203	10,722	11,300	12,191
24011	Maint Dist 11 Archstone	31,228	36,211	41,591	41,693	45,325
24012	Maint Dist 12 Montalvo Park	40,848	29,579	39,428	52,369	48,735
24014	Maint Dist 14 Citrus Glen	31,371	20,635	37,162	43,490	40,659
24016	Maint Dist 16 Henderson Cottages	20,684	16,481	23,173	24,146	26,144

PARKS & RECREATION

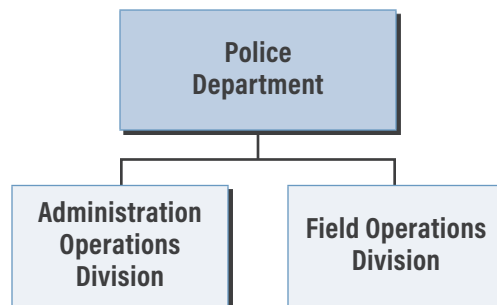
EXHIBIT 4.10C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
24017	Maint Dist 17 Citrus Walk	57,336	70,421	89,397	93,152	100,884
24018	Maint Dist 18 Citrus Place	47,852	45,501	85,429	89,956	97,422
24020	Maint Dist 20 Aldea Hermosa	38,975	31,918	89,380	89,380	93,849
24021	Maint Dist 21 Jenven Village	-	-	-	-	12,387
24022	Maint Dist 22 La Barranca	8,909	12,924	9,144	9,528	10,314
24023	Maint Dist 23 Solana Heights	-	563	-	49,002	53,069
24024	Maint Dist 24 Enclave	8,007	29,458	38,666	33,986	36,807
24026	Maint Dist 26 The Farm	-	248	-	107,704	116,646
24095	Maint Dist 5A Chapel Lane	2,393	2,522	3,250	2,500	4,520
24096	Maint Dist 8A Henderson Ranch	31,321	13,737	37,300	50,387	40,764
24097	Maint Dist 10B Saratoga Ranch	22,517	30,222	24,068	27,646	25,831
MAINTENANCE ASSMT DISTRICTS FUND (40)		\$600,011	\$676,402	\$823,087	\$1,052,809	\$1,124,165
TOTAL EXPENDITURES		\$22,917,544	\$21,016,309	\$25,801,794	\$26,497,840	\$29,678,706



TOTAL ADOPTED BUDGET:
\$47,231,843

FTE: 188.00
EXTRA HELP FTE: 12.36



To protect, serve, and problem solve with our community.

OVERVIEW

The Police Department takes responsibility for enhancing public safety by protecting life, preventing crime, maintaining good order, investigating crimes, enforcing State laws and local codes, and engaging in community-based policing practices. The Department consists of two divisions each fulfilling multiple functions to support the Department's mission.

ADMINISTRATIVE OPERATIONS DIVISION

The Administrative Operations Division consists of the Investigations Bureau, Professional Standards/Career Development, Crime Analysis, Records, School Resource Program, and Business Services. The Investigations Bureau is responsible for the primary investigation of: Part 1 violent crimes, sexual assaults, gang crimes, property crimes, and drug/narcotic sales investigations. The Professional Standards Unit manages the recruitment and hiring of new Police Department employees, coordination of employee training and career development, investigations involving police employees (internal affairs), as well as workers' compensation and liability concerns related to the Police Department. Crime Analysis provides historical crime data, real time and actionable crime trends, and intelligence on criminal activity. The Records Bureau is responsible for the collection, dissemination, and release of crime and arrest reports, citations, and other documents. The School Resource Program consists of three uniformed officers assigned to the school district's four high school campuses. Business Services is responsible for the fiscal and facility management functions within Ventura Police Department.

FIELD OPERATIONS DIVISION

The Field Operations Division consists of Patrol Services, Command/911 Dispatch Center, and Special Operations. Patrol serves as the primary first responders to calls for service, proactively enforces laws and local codes, investigates and documents preliminary investigations, and performs community policing activities. The Command and Dispatch Center receives and dispatches patrol resources to 9-1-1 and non-emergency calls for service using the recently funded Computer Aided Dispatch (CAD) system which has significantly improved the City's ability to efficiently deliver both emergency and non-emergency assistance. The Command Center also serves as the after-hours answering service for essential City services such as Public Works Department and Ventura Water. Special Operations provides the following services to the community:

- Oversight of retail alcohol sales permits within the City
- Chronic homeless, vagrancy, and related quality of life concerns in our community
- The Traffic Safety team provides proactive enforcement of vehicle code laws, provides traffic related education efforts to the community and investigates serious injury and fatal traffic accidents



WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ACTUAL
Call for service	89,718	83,762	85,845
Priority 1 calls dispatched	1,347	1,465	1,335
Vehicle stops (TS)	7,813	7,956	9,344
Pedestrian stops (SS)	5,808	3,422	4,200
Violent crime clearance rate	47.5	48.5	46.7
Property crime clearance rate	16.8	14.4	13.1
Overall clearance rate	20.4	18.0	16.7
Traffic citations	4,629	4,222	5,827
Parking citations	14,937	7,024	11,328
Arrested persons	5,532	4,445	4,814
Cases assigned to detectives	962	1,298	1,513
Cases referred for prosecution	4,767	4,460	4,411

FY 2021-22 TOP ACCOMPLISHMENTS

- Lowest Part 1 Crime Rate in over 20 years
- Increased Clearances Rates in 5 of 8 crime categories
- Reduced Response Time to emergency and urgent calls for service
- Created and launched a new teen Explorer Program
- Completed Automated Report / Crime Reporting build-out
- Hosted Community & Volunteers in Policing Academies
- Published first Annual Report in over 25 years

FY 2022-23 CONTRIBUTION TO COUNCIL GOALS

- Focus on delivery of core services
- Effective community outreach
- Focus on growing the local economy

FY 2022-23 DEPARTMENTAL GOALS

- Crime control
- Team development
- Active partnerships
- Safe neighborhoods
- Efficiency and accountability

EXHIBIT 4.11A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	38,973,712	38,852,464	39,467,860	39,892,762	41,945,406
02	General & Categorical Grant Program	1,005,700	982,879	638,142	454,818	490,178
05	Measure O-Transaction and Use Tax	2,191,701	3,513,749	4,015,668	4,571,835	4,540,829
14	Supplemental Law Enforcement	179,276	199,146	143,933	229,123	245,430
15	Law Enforcement	25,806	25,782	15,477	-	10,000
TOTAL EXPENDITURES		\$42,376,194	\$43,574,020	\$44,281,081	\$45,148,538	\$47,231,843

EXHIBIT 4.11B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	35,159,192	36,574,617	35,816,843	38,005,079	39,439,405
520	Services and Supplies	3,116,158	2,881,167	3,038,843	3,000,791	3,113,791
560	Internal Services	3,911,204	3,909,093	4,073,885	4,142,668	4,678,647
570	Non-Operating	(1,630)	242	-	-	-
580	Debt Service	-	234	-	-	-
700	Capital Outlay	191,270	208,667	-	-	-
TOTAL CIP & OPERATING EXPENDITURES		\$42,376,194	\$43,574,020	\$42,929,571	\$45,148,538	\$47,231,843

EXHIBIT 4.11C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
10305	Animal Control	611,586	532,708	619,000	619,000	700,000
41100	Police Administration	1,159,913	1,059,268	1,187,905	1,424,999	1,409,373
41105	Professional Standards	1,724,494	1,735,980	1,439,979	1,253,839	1,401,416
41150	Thomas Fire Recovery-PD	-	3,095	-	-	-
41200	Detective Operations	4,922,653	5,244,342	5,888,849	5,482,032	6,489,789
41220	Serious Habitual Offenders (SHO)	3,199	-	-	-	-
42155	Front Desk Operations	194,980	196,169	202,025	187,558	201,293
42200	911 Communications	2,869,608	2,740,356	2,990,788	3,122,610	3,228,049
42410	School Resources	734,949	719,663	751,171	117,065	817,721
42420	Public Affairs	188,815	62,397	45,487	36,647	19,920
42500	Police Business Services	2,155,630	2,273,811	2,096,454	2,198,422	2,229,542
42550	Records	1,089,077	1,084,883	1,133,866	977,189	1,018,165
42650	ABC Program	216,956	222,287	222,162	231,871	235,733
43100	Patrol	18,144,281	18,262,697	17,139,349	19,006,659	18,849,676
43200	Traffic/Special Operations	1,022,437	1,049,937	949,027	970,275	997,414
43205	Automatic Enforcement Red Light Program	851,059	779,311	842,117	824,270	837,529
43210	Parking Enforcement	191,392	251,791	114,143	116,573	350,475
43250	Police Training	106,335	202,397	148,000	148,000	148,000
43255	Special Projects/PTF	1,073,317	872,897	1,120,894	1,365,627	1,421,973
43300	Crime Analysis	146,428	168,392	127,215	136,823	146,083
43400	SWAT Operations	135,899	108,885	143,337	149,997	141,240
43510	Field Operations Administration	1,111,344	1,087,420	1,104,926	1,172,113	1,098,977
43700	K-9 (Police Dogs)	8,562	16,401	24,000	24,000	24,000
43800	S.E.T.	150,922	40,122	231,504	136,938	-
43807	VTA Unified School Dist Actv	13,068	11,214	15,300	15,659	14,450
43812	Misc Security Req/Details	95,724	81,426	126,632	129,596	119,588
43815	Narcotic Investigations	-	1,800	-	-	-
43818	Crossing Guards	40,137	36,165	45,000	45,000	45,000
43822	Filming Activities	-	2,124	-	-	-
43823	City Recreation Activities	10,949	4,526	-	-	-
GENERAL FUND (01)		\$38,973,712	\$38,852,464	\$38,709,130	\$39,892,762	\$41,945,406

POLICE

EXHIBIT 4.11C - EXPENDITURES BY PROJECT (CONTINUED)

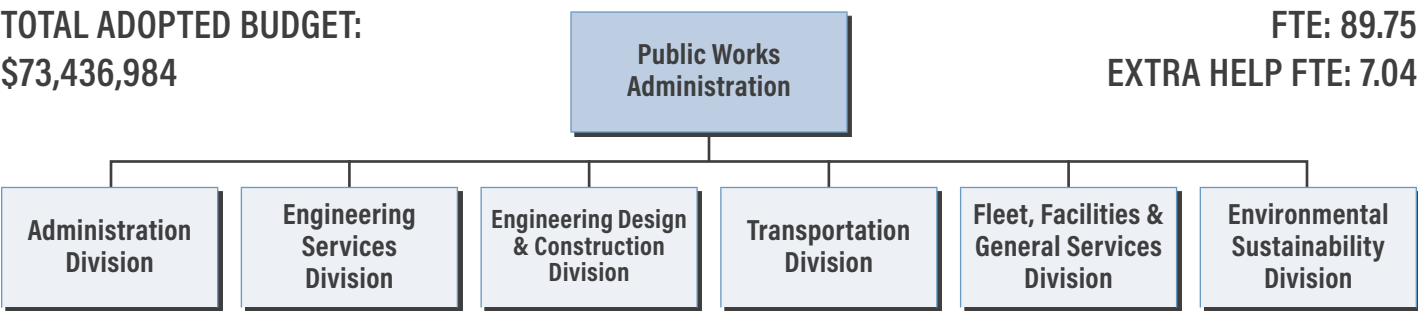
PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)						
42445	VCMC ER Contract	508,183	504,444	442,585	454,818	490,178
42600	VC Service Authority For Freeway Emergencies (SAFE) Grant	-	137,539	-	-	-
43710	NPDF K-9 Grant	113,919	(9,539)	-	-	-
43863	County Fair	200,234	201,917	-	-	-
43875	2017 Homeland SEC SWAT Equip Grant	-	13,260	-	-	-
43876	Jag 17 Grant	-	22,020	-	-	-
43922	FY2017-18 OTS DUI-Selective Traffic Enforcement Program (STEP)	40,476	-	-	-	-
43923	OTS DUI 18-19 Selective Traffic Enforcement Program (STEP)	142,888	44,187	-	-	-
43924	OTS DUI 19-20 Selective Traffic Enforcement Program (STEP)	-	69,051	-	-	-
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)		\$1,005,700	\$982,879	\$442,585	\$454,818	\$490,178
MEASURE O-TRANSACTION AND USE TAX FUND (05)						
49001	Neighborhood Drug and Crime Prevention	896,781	1,249,665	1,193,928	1,258,913	1,297,241
49002	Criminal Investigations	25,141	268,783	474,293	565,175	433,391
49003	Gang Violence Reduction	429,728	672,365	562,457	760,072	756,282
49004	Safe and Clean 2.0 - Police PTF	260,828	442,229	519,990	589,446	616,567
49005	Enhanced Focus Area Patrol	579,224	880,707	759,216	1,398,229	1,437,348
MEASURE O-TRANSACTION AND USE TAX FUND (05)		\$2,191,701	\$3,513,749	\$3,509,884	\$4,571,835	\$4,540,829
SUPPLEMENTAL LAW ENFORCEMENT FUND (14)						
41115	State Cops/Traffic Officers	179,276	199,146	237,946	229,123	245,430
SUPPLEMENTAL LAW ENFORCEMENT FUND (14)		\$179,276	\$199,146	\$237,946	\$229,123	\$245,430
LAW ENFORCEMENT FUND (15)						
22315	Rev Mgmt-Law Enforcement	(675)	(11)	-	-	-
43815	Narcotic Investigations	11,583	21,799	20,026	-	10,000
43816	Asset Seizure Federal	14,898	-	-	-	-
43817	Asset Seizure-15% Edu	-	3,994	10,000	-	-
LAW ENFORCEMENT FUND (15)		\$25,806	\$25,782	\$30,026	\$0	\$10,000
TOTAL EXPENDITURES		\$42,376,194	\$43,574,020	\$42,929,571	\$45,148,538	\$47,231,843



PUBLIC WORKS

TOTAL ADOPTED BUDGET:
\$73,436,984

FTE: 89.75
EXTRA HELP FTE: 7.04



To provide innovative solutions for Ventura's infrastructure and our environment.

OVERVIEW

The Public Works Department builds and maintains vital infrastructure and facilities throughout the City and protects our environment for the safety, enjoyment, and prosperity of our residents and future generations. The Department is structured organizationally to deliver core services through six divisions:

ADMINISTRATION DIVISION

The Administration Division provides overall management and leadership of all Department programs, operations and policies, and oversees the Public Works Safety training program.

ENGINEERING SERVICES DIVISION

Engineering Services provides a broad range of engineering services including development of the City's Capital Improvement Plan (CIP) and Pavement Management Plan. Each year, this Division assesses the City's infrastructure needs and develops a five-year improvement plan and budget. These projects include street resurfacing projects, coastal shoreline protection, and keys dredging. Other functions this Division manages include floodplain management, real property administration, land development and grading permitting, and project/property survey needs. The Division also provides land development construction inspection, public right-of-way improvements, utility permits, over-the-counter encroachment permits, and grading of large-scale land development projects.

ENGINEERING DESIGN & CONSTRUCTION DIVISION

Engineering Design and Construction Division oversees, manages and leads design, construction, and completion of capital improvement projects. This includes project engineering, technical support for development of infrastructure plans and specifications, construction management and inspection, project management, and infrastructure construction projects.

TRANSPORTATION DIVISION

The Transportation Division manages and oversees the City's transportation system, Downtown Parking District, Street Lighting District, and traffic, pedestrian, and bicycle safety. This includes maintaining traffic signals and timing, pavement striping and signs, and overseeing CIP transportation projects. The Division also leads traffic and transportation planning, development, traffic safety, operations and maintenance.

FLEET, FACILITIES & GENERAL SERVICES DIVISION

Fleet, Facilities and General Services oversees fleet and facilities maintenance, operations, and equipment acquisitions including overseeing the graffiti removal program, managing downtown cleaning contract, and internal services fund rates.

ENVIRONMENTAL SUSTAINABILITY DIVISION

Environmental Sustainability oversees environmental programs including energy conservation and the use of renewable energy sources, manages solid waste reduction and compliance programs (AB939), stormwater quality and compliance programs to meet regulations and watershed protection, sand management, and storm drain infrastructure. The Streets and Roadway maintenance section includes pavement maintenance, sidewalks, curb, and gutter.

PUBLIC WORKS

WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ESTIMATE
Annual tons of waste recycled	47,640	47,733	47,500
Capital Improvement Projects completed	\$28.6M	\$26.4M	\$20.8M
Community clean-up events recycled (tons)	33.65	0	23
Environmental sustainability school outreach and education students	5,217	968	5997
Fleet scheduled versus unscheduled work average	84%	91%	99%
Fleet vehicle availability	97%	97%	99%
Household hazardous waste number of events	11	8	11
Number of graffiti sites abated	2,162	2,409	2,337
Number of lane miles paved	46.5	25.1	5.4
Number of lighting and crosswalk preventative maintenance	44	34	29
Number of potholes filled	2,373	2,084	2,320
Number of sidewalks repaired (ramping, grinding, and replacing)	980	678	897
Number of signalized intersections preventative maintenance	76	103	109
Number of storm drains cleaned	2,535	3,050	2,674
Number of street signs replaced	363	349	998
Sand removal (tons)	110	913	700



FY 2021-22 KEY ACCOMPLISHMENTS

Public Works key achievements include delivering a \$929M 5-year CIP Plan, securing City facilities with health and safety measures during COVID recovery for successful employee repopulation, and developing electric fleet infrastructure and projects that enhance the environment and beautify our community. Below are some key highlights:

Capital Improvement Projects

Advanced 112 projects, including 49 Ventura Water projects; and completed 15 projects including 6 Ventura Water projects with a total spend of \$20.8M.

City Council Goals

- Draft Energy Action Plan submitted - staff is working with Raimi to incorporate EAP with the Climate Action and Resiliency Plan
- COVID Recovery - secure health and safety measures for City facilities for the successful employee repopulation. - continuous Logistic support for PPE and cleanings.

Ordinance Updates

- Updated City Solid Waste and Recycling ordinance to incorporate SB 1383 (Food Waste Recycling) requirements

Secured grant funding for Significant Projects

- Main Street Bridge Replacement (Environmental Clearance) - \$3M State grant from Caltrans
- Traffic Signal System Upgrade - \$4.9M Highway Safety Improvement Program Grant
- Cabrillo Village Bike Path - \$1M - Caltrans Active Transportation Grant
- Ventura River Trail - \$5M - Caltrans Clean California Grant
- Bicycle Education - \$50,000 - Office of Traffic Safety

Significant Fleet and Facilities Improvements

- Completed condition assessment of Fire Facilities and planning of project implementation
- Began build of a fire ladder truck and completed the specifications for 2 fire pumpers
- Replaced 20 vehicles, of which 25% were hybrids and EV
- Completed a comprehensive Facilities ISF Rate Study Analysis

FY 2021-22 KEY ACCOMPLISHMENTS (CONTINUED)

Transportation Division

- Successfully implemented paid parking at the Surfer's Point Parking Lot and increased paid parking fees in downtown from \$0.50/hour to \$1.00/hr.
- Completed Plans/Specifications and awarded construction contracts for several Capital Improvement projects including Paseo de Playa Lighting Upgrades, Sheridan Way Bike Path Connection to the Ventura River Trail, Sidewalk and Access Ramp Upgrades through the Community Development Block Grant Program and Montalvo Safe Routes to School Project.
- In partnership with Bike Ventura, resumed the City's Bicycle education program through a new grant with the Office of Traffic Safety (OTS). The main component to the program are two to three week classes at each of the City's middle schools.
- Made significant progress on the City's Active Transportation Plan. The Plan is anticipated to go to council for adoption in February/March 2023.

Streets, Roadways and Sidewalks

- Completed 952 Streets, Sidewalks, Parking Lot, and Alley projects to improve our street and pedestrian infrastructure (details below)
- Street Resurfacing - Victoria Ave., Telephone to Ralston (SB1)
- 8 Residential Streets Repaved
- 43 Sidewalks Repaired and Replaced including 2 CDBG Sidewalk and Pedestrian Improvements
- 616 Sidewalk Grindings in North Camino Real Neighborhood
- 153 In-house grindings (July - June)
- 85 Sidewalk Rampings
- 2 Pedestrian Safety Improvements (Ocean Avenue and one along Webster to Hill St near Mound Well Elementary)
- 7 Residential Sidewalk Applications
- 16 Alleys throughout the City
- 1 Commons Parking Lot

Environmental Sustainability

- Launched the Organics Recycling program with EJ Harrison
- Countertop food waste buckets distributed to over 25,000 residents
- Ongoing rollout to businesses and multi-family residents
- New MS4 Stormwater permit issued - began Watershed Management Program development

Department Award and Community Recognition

- American Public Works Association Project of the Year Award - Arroyo Verde Park Interpretive Playground

Public Works Fleet Awards/Recognitions

- Named #18 Fleet in the nation by Government Fleet Magazine
- Named #43 Fleet in the Top 100 Fleets in the Americas
- Austin Matney, Equipment Mechanic, is recognized as the National Best Young Tech Award by Professional Tools and Equipment Magazine
- Barbara McCormack, Finalist 2021 Government Fleet Manager of the Year



PUBLIC WORKS

EXHIBIT 4.12A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
01	General	12,076,190	9,961,550	9,791,638	11,147,887	11,903,311
02	General & Categorical Grant Program	1,262,671	1,697,857	1,975,172	1,219,147	5,452,418
04	Capital Improvement	33,386	47,910	112,658	1,681,000	3,550,200
05	Measure O-Transaction and Use Tax	4,204,464	4,643,030	3,413,515	7,689,226	7,908,100
06	TDA Art8C & Art4 Program	286,598	252,184	209,751	299,606	198,503
07	TDA Art3 Program	53,672	12,946	43,292	-	-
10	Transportation	883,470	103,219	1,836,712	50,000	19,214,600
12	Gas Tax	3,938,904	5,939,442	7,583,618	4,851,490	6,695,582
30	Downtown Parking District	775,438	1,347,488	547,850	1,584,223	1,684,049
42	Street Lighting District	1,256,512	1,411,565	1,477,222	1,380,281	1,585,935
64	Fleet Maintenance ISF	6,249,201	7,399,007	6,330,943	7,578,512	8,306,653
65	Facilities Maintenance ISF	3,663,497	4,183,339	4,227,574	4,949,095	6,937,633
TOTAL EXPENDITURES		\$34,684,001	\$36,999,539	\$37,549,945	\$42,430,467	\$73,436,984

EXHIBIT 4.12B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	8,812,510	9,641,521	7,820,377	9,157,597	9,768,992
520	Services and Supplies	15,473,141	16,393,376	11,723,810	12,644,665	13,939,853
560	Internal Services	2,494,826	2,388,618	2,353,926	2,562,161	2,765,990
570	Non-Operating	1,880,693	1,322,938	-	-	-
580	Debt Service	26,300	25,808	81,979	81,800	81,800
700	Capital Outlay	2,228,128	2,802,941	1,916,600	3,739,000	4,207,819
750	Reserves & Contingencies	-	-	2,050,493	1,058,803	431,640
900	Transfers	661,535	1,012,011	891,280	1,012,565	1,187,917
TOTAL OPERATING EXPENDITURES		\$31,577,133	\$33,587,213	\$26,838,465	\$30,256,591	\$32,384,011
800	CIP	3,106,868	3,412,326	16,094,429	12,173,876	41,052,973
TOTAL CIP & OPERATING EXPENDITURES		\$34,684,001	\$36,999,539	\$42,932,894	\$42,430,467	\$73,436,984



PUBLIC WORKS

EXHIBIT 4.12C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
GENERAL FUND (01)						
61100	Public Works Administration	559,979	792,123	628,932	770,760	784,206
61150	Thomas Fire Recovery-PW	49,356	4,225	-	-	-
61200	Public Works Operations	-	2,555	293,812	334,202	350,678
62211	Environmental Administration	110,272	93,906	67,945	111,592	115,184
62226	Roadway Infrastructure Maintenance	1,748,423	1,523,137	1,382,202	1,459,578	1,473,485
62251	Traffic Signs and Pavement Markings	350,390	343,206	345,628	351,545	364,337
62263	Traffic Operations and Signal Maintenance	1,284,426	1,237,588	1,238,522	1,384,285	1,605,875
62500	Public Works Safety	82,367	70,224	81,813	31,394	26,236
62501	Downtown Cleaning	130,200	130,200	130,200	130,200	136,944
62502	Graffiti Removal	207,564	185,758	132,704	124,446	-
62602	Parking Structures Operations & Management	335,340	324,561	336,592	376,431	376,431
62610	City Hall Upper Parking Lot (TTD/VBG)	-	71,244	-	-	-
65201	Transportation Administration	753,887	655,909	595,167	775,439	749,580
65310	Construction	709,700	673,500	89,398	213,637	210,369
65311	Land Development Construction	-	1,078	444,989	497,377	642,557
65501	Design	463,092	429,664	589,330	574,943	467,110
65502	Keys Dredging	(162,711)	19,486	111,046	109,955	62,735
65503	Surfers Point Cobble	95,737	-	-	-	-
65504	Design-Ventura Water/Wastewater	4,625	34,937	(7,132)	213,137	219,302
65600	Land Development	922,680	955,449	768,655	871,304	1,136,554
65601	Engineering Services	645,732	581,888	615,321	640,476	490,224
65602	Real Property Administration	1,715,078	223,956	354,788	377,139	359,427
65620	Engineering Operations	-	-	-	-	473,161
66100	Stormwater Utility Maintenance	531,614	584,788	589,749	598,797	704,713
66101	Sand Management	311,482	179,514	182,450	239,541	240,998
66201	Storm Water Compliance	600,440	484,461	546,755	611,860	576,046
66300	Street Sweeping/Safe and Clean	397,589	339,916	342,389	349,849	337,159
90500	Chestnut Alley Improvements	228,927	18,277	-	-	-
GENERAL FUND (01)		\$12,076,190	\$9,961,550	\$9,861,255	\$11,147,887	\$11,903,311
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)						
10730	Household Hazardous Waste Services	237,720	228,229	270,498	273,667	264,205
10731	Environmental AB939 Services	878,849	919,642	903,853	945,480	984,413
10748	Beverage Container Grants	26,352	18,865	-	-	-
10749	Used Oil Grant (Opp12)	20,887	27,483	-	-	-
62215	California Environmental Protection Agency	-	9,999	-	-	-
65220	Channel Islands Bicycle Club Grant	12,001	-	-	-	-
65253	Systemic Safety Analysis Grant	51,175	-	-	-	-
90603	Wells Center Bus Stop Upgrade	35,686	277,086	-	-	-
91139	Cabrillo Village Multi-Use Path	-	-	-	-	75,000
91141	Mainstreet Bridge_DOT_Fedpass_ BRHIPL5026(065)	-	-	-	-	595,000
91149	Traffic Signal System Upgrade_Controllers and Switches-HSIP Cycle 10 H10-07-042	-	-	-	-	1,570,700
91150	Traffic Signal System Upgrade_Signal Coordination-HSIP Cycle 10_H10-07-041	-	-	-	-	1,963,100
93960	Surfers Point - Phase II	-	216,553	100,000	-	-
GENERAL & CATEGORICAL GRANT PROGRAM FUND (02)		\$1,262,671	\$1,697,857	\$1,274,351	\$1,219,147	\$5,452,418

PUBLIC WORKS

EXHIBIT 4.12C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
CAPITAL IMPROVEMENT FUND (04)						
22004	Rev Mgmt-General Fund-CIP	(29,469)	1,754	-	-	-
93061	Pier Corrosion Repairs	2	35,948	569,900	498,000	141,100
93063	Hall Canyon Channel Drainage Improvements	-	-	316,525	-	-
93064	Pier Electrical and Lighting Infrastructure Repl	-	-	52,800	52,800	-
93065	Maintenance Yard Building Infrastructure Repair	-	-	158,000	-	122,600
93066	Pierpont Neighborhood Storm Water Lift Stations	50,286	4,595	-	-	-
93067	Police/Fire HQ Locker Room Renovation	12,567	5,614	660,000	-	2,500,000
93068	City Hall Terra Cotta Maintenance	-	-	402,000	402,000	304,000
93069	PD/FD Headquarters Air Handler Improvements	-	-	-	278,000	55,000
93070	PD/FD Headquarters Chiller Replacement	-	-	-	120,600	-
93071	City Hall East Boiler Replacement	-	-	-	329,600	-
93108	One Stop Shop Permit Counter	-	-	-	-	239,500
93110	City Hall - West Wing - Third Floor Tenant Improvements	-	-	-	-	188,000
CAPITAL IMPROVEMENT FUND (04)		\$33,386	\$47,910	\$2,159,225	\$1,681,000	\$3,550,200
MEASURE O-TRANSACTION AND USE TAX FUND (05)						
69005	Harbor/Olivas Pk Dr Storm Drain Replacement	1,443	4,503	-	-	-
69006	Hall Canyon Channel Drainage Improvements	65,346	52,279	721,857	-	-
69007	Drainage Repair and Maintenance	12,623	81,132	100,000	100,000	100,000
69008	Coastal Shoreline Preservation	13,807	268,587	100,000	67,000	100,000
69009	Ventura Pier Maintenance	65,000	-	65,000	65,000	65,000
69010	Barranca Vista Center Repairs/Refurbishment	68,849	51,172	100,000	-	-
69011	City Hall Terra Cotta Maintenance	32,435	112,975	86,058	596,001	-
69013	Alley Maintenance and Repair	362,806	514,344	100,000	100,000	100,000
69014	Clean Public Restrooms	45,573	40,560	50,000	55,000	55,000
69015	Downtown and Wellness Dist Sidewalk Repair/ADA	502,700	148,524	838,829	-	-
69016	Street Resurfacing Telephone Rd, Main To Mcgrath	812,050	-	-	-	-
69017	Slurry Seal-North Victoria Ave Neighborhood	197,098	-	-	-	-
69018	Street Resurfacing-Petit And Northbank Drive	207,673	-	-	-	-
69019	Street Resurfacing-Telegraph Rd-Main To Mills	34,680	1,534,746	-	-	-
69020	Street Resurfacing-Alessandro-Seaward To End	199,124	-	-	-	-
69021	Street Resurfacing-Portola Rd- Telephone To Ralston	96,760	3,160	-	-	-
69022	Protect and Seismically Improve Bridges	67,786	151,732	75,028	75,028	75,000
69023	Traffic Signal System Upgrade	99,662	428,577	247,277	200,000	-
69024	Traffic Signals, Signs and Guardrail Maintenance	144,035	144,952	145,000	145,000	245,000
69025	Eastside Sidewalk - ADA Improvements	311,211	65,731	314,163	-	-
69027	Street Resurfacing - Victoria Ave., Viewcrest To Plainview	302,002	-	-	-	-
69028	Street Resurfacing - Portola Road, Telephone To Thille	169,865	71,929	-	-	-
69029	Commons Parking Lot Improvements	-	-	130,000	-	-
69030	Pierpont Neighborhood Storm Water Lift Stations _Weymouth Lane	1,993	101,892	194,478	2,456,197	961,000
69031	Citywide Striping Services	90,000	90,000	90,000	90,000	90,000

PUBLIC WORKS

EXHIBIT 4.12C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
69032	Citywide Street Light Maintenance	49,944	43,693	50,000	125,000	50,000
69033	Flood and Watershed Program	250,000	-	-	-	-
69034	Promenade Structural Maintenance	-	204,889	-	-	-
69035	Westside Sidewalks and ADA Access	-	183,336	563,607	-	-
69036	Citywide Sidewalk Maintenance	-	168,205	200,000	200,000	520,000
69037	Citywide Street Maintenance/Paving	-	176,112	200,000	200,000	300,000
69038	Parking Lot Maintenance	-	-	50,000	50,000	50,000
69039	Stormwater Watershed Management Plan	-	-	100,000	-	-
69040	Safe Sidewalks_Resident Initiated Sidewalk Repair Program	-	-	-	350,000	30,000
69041	Figueroa Plaza Improvements	-	-	-	-	75,000
90100	2022-2026 Promenade Repair Improvements	-	-	-	100,000	240,000
90108	Surfer'S Point - Phase II	-	-	-	-	60,000
91088	Citywide Bridge Preventative Maintenance Phase I	-	-	-	500,000	743,000
91089	Paseo De Playa and Pier Parking Lot Light Improvements	-	-	-	529,000	63,250
91090	Main Street Bridge Replacement	-	-	-	200,000	200,000
91091	2022 Eastside Sidewalk ADA Improvements	-	-	-	385,000	-
91134	2023 Westside Sidewalk Repair/ ADA Improvements	-	-	-	-	369,900
91151	Traffic Signal System Upgrade_Signal Coordination_H10-07-041_Measure O Match	-	-	-	-	2,126,050
93072	Pier Corrosion Repairs	-	-	-	430,000	291,900
93074	Fire Stations Alerting System	-	-	-	100,000	-
95100	Tioga Drive Hillside Drain and Erosion Repair	-	-	-	471,000	88,000
95101	Storm Drain Replacement, Loma Vista Rd, Day To Walnut	-	-	-	100,000	910,000
MEASURE O-TRANSACTION AND USE TAX FUND (05)		\$4,204,464	\$4,643,030	\$4,521,297	\$7,689,226	\$7,908,100
TDA ART8C & ART4 PROGRAM FUND (06)						
22006	Rev Mgmt TDA Art8C & Art4	-	(18)	-	-	23,670
90602	Transit Facilities Maint	278,035	214,461	271,465	299,606	174,833
90604	Wells Center Bus Stop Upgrade	8,563	37,741	-	-	-
TDA ART8C & ART4 PROGRAM FUND (06)		\$286,598	\$252,184	\$271,465	\$299,606	\$198,503
TDA ART3 PROGRAM FUND (07)						
22007	Rev Mgmt TDA Art3	-	(25)	-	-	-
90716	Bike Safety Education	39,955	12,972	-	-	-
90717	Five Points Intersection Funds Management	13,717	-	-	-	-
TDA ART3 PROGRAM FUND (07)		\$53,672	\$12,946	\$0	\$0	\$0
TRANSPORTATION FUND (10)						
22010	Rev Mgmt-Transportation	(172,254)	(3,526)	1,062,898	-	-
91019	Olivas Park Drive Extension (Roadway)	155,778	17,406	87,102	50,000	9,970,044
91049	Olivas Levee	126,780	34,985	-	-	8,044,956
91052	Street Resurfacing - Johnson Dr. - Telephone To Bristol	46,639	78,952	1,142,000	-	-
91053	Street Resurfacing - North Bank Dr. - Bristol To Petit	579,531	-	-	-	-
91056	Street Resurfacing - W. Main St. - Ventura Ave. To Bridge	146,996	(24,599)	-	-	-

PUBLIC WORKS

EXHIBIT 4.12C: EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
91083	Street Resurfacing - Northbank, Ventura Blvd To Johnson	-	-	575,000	-	-
91152	Traffic Signal System Upgrade_Signal Coordination_H10-07-041_Transportation Match	-	-	-	-	1,199,600
TRANSPORTATION FUND (10)		\$883,470	\$103,219	\$2,867,000	\$50,000	\$19,214,600
GAS TAX FUND (12)						
22012	Rev Mgmt-Gas Tax	(86,778)	118,189	-	470,728	-
62270	Active Transportation Mobility Plan	-	3,188	-	-	23,138
65254	Systemic Safety Analysis Match	5,325	-	-	-	-
65262	Transportation Asset Management	2,539	10,845	27,800	27,900	143,881
65264	Pavement Management Plan	-	-	115,681	95,000	162,657
65265	Traffic Safety	215,446	171,642	219,800	219,900	248,633
91007	California St Bridge Upgrade	154,673	108,781	-	-	-
91010	Five Points Intersection Improvements	629,108	-	-	-	-
91017	Harbor/Vista Del Mar Improvements	5,527	15,049	303,500	-	-
91027	Ventura River Trail - Sheridan Way Bike Path Link	2,769	23,674	292,000	-	-
91029	Hwy 126 Bike Path Gap Closure	35,699	42,835	-	-	-
91032	Telegraph Rd - Anacapa Middle School Srts - 2011	244,192	1,936,067	-	-	-
91036	US 101 - Oak Street Offramp	99,801	37,642	250,000	-	110,000
91040	Street Maintenance Asphalt	47,980	74,730	70,000	75,000	75,000
91042	Northbank Ext-Cabrillo Village	-	-	-	-	27,273
91044	Street Resurfacing-Loma Vista - Main St to Mills	(9,936)	-	-	-	-
91045	Street Resurfacing - Ventura Avenue	(7,100)	-	-	-	-
91046	Street Resurfacing - 2017 Slurry/Cape Seal	620	-	-	-	-
91048	Westside Pedestrian / Bicycle Improvement	3,922	-	-	-	-
91058	Street Resurfacing - Bristol Road, Johnson to Ermine	-	-	-	130,000	1,772,000
91060	Main Street Bridge Replacement	24,436	11,550	233,333	233,333	705,000
91061	Street Resurfacing - 2018 Slurry/Cape Seal	922,010	-	-	-	-
91062	Stanley Avenue/Hwy. 33 Interchange Improvement	-	-	-	-	25,000
91064	Street Resurfacing-Johnson Dr (Bristol to Hwy 101) (SB1)	317,207	1,301,413	-	-	-
91065	Street Resurfacing-Alessandro-Seaward to End	3	-	-	-	-
91066	Street Resurfacing-Portola Rd- Telephone to Ralston	568,641	-	-	-	-
91067	Street Resurfacing - 2019 Slurry/Cape Seal	289,956	414,797	-	-	-
91068	Street Resurfacing - 2020 Slurry/Cape Seal	-	894,293	-	-	-
91069	Street Resurfacing-Telephone Rd, Partridge to Kimball (SB1)	-	93,939	1,806,000	-	-
91070	Montalvo Safe Route to School Impr	98,104	120,046	1,290,000	1,249,629	-
91071	Harmon Barranca Bike Path Corridor	603	32,411	440,000	50,000	542,000
91073	Street Resurfacing-Victoria,Telephone to Hwy 126 (SB1)	28,340	56,866	-	-	-
91074	Street Resurfacing-Ralston, Portola to Victoria (SB1)	70,159	54,013	-	-	-
91075	Street Resurfacing-Telephone Rd, Victoria to Partridge (SB1)	-	92,041	1,755,000	-	-

PUBLIC WORKS

EXHIBIT 4.12C: EXPENDITURES BY PROJECT (CONTINUED)

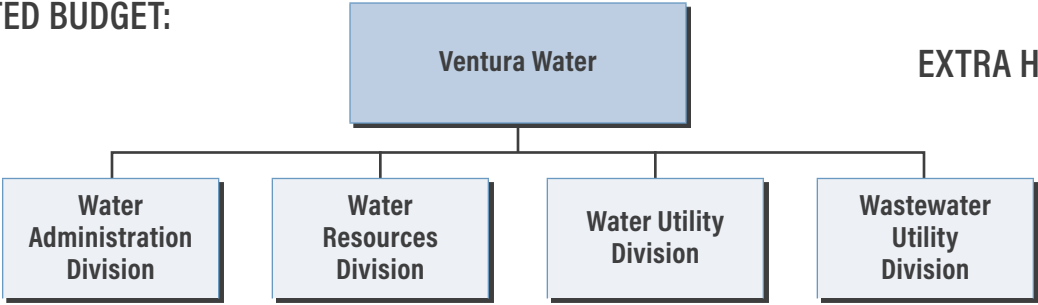
PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
91076	Street Resurfacing-Telephone Rd, Main to Mcgrath	254,333	72,930	-	-	-
91077	Street Resurfacing-Telephone, Saratoga to Victoria	3,867	102,608	800,000	-	-
91078	Street Resurfacing-Walker/ Moon Dr., Dowell to Victoria	17,458	85,917	1,140,000	-	-
91079	Street Resurfacing Telegraph Rd-Main to Mills	-	63,974	-	-	-
91080	Street Resurfacing - Victoria Ave., Telephone to Ralston (SB1)	-	-	80,000	1,220,000	-
91082	Street Resurfacing - Valentine Rd., Telephone to Palma	-	-	70,000	-	415,000
91086	Street Resurfacing - 2022 Slurry/Cape Seal	-	-	-	1,000,000	-
91087	Street Resurfacing - Brookshire Neighborhood	-	-	-	80,000	-
91116	Street Resurfacing - 2023 Slurry/Cape Seal	-	-	-	-	1,000,000
91124	Street Resurfacing - Navigator, Spinnaker/Anchors Way (SB1)	-	-	-	-	666,000
91131	Street Resurfacing - Telegraph Rd, Ashwood to Victoria (SB1)	-	-	-	-	780,000
GAS TAX FUND (12)		\$3,938,904	\$5,939,442	\$8,893,114	\$4,851,490	\$6,695,582
DOWNTOWN PARKING DISTRICT FUND (30)						
62633	Downtown Parking District Operations	775,438	1,347,276	1,097,624	1,238,507	1,335,049
91084	Mission Park - Main Street Frontage Improvements	-	213	275,000	345,716	349,000
DOWNTOWN PARKING DISTRICT FUND (30)		\$775,438	\$1,347,488	\$1,372,624	\$1,584,223	\$1,684,049
STREET LIGHTING DISTRICT FUND (42)						
65401	Street Lighting District No 36	1,256,512	1,411,565	1,281,064	1,380,281	1,585,935
STREET LIGHTING DISTRICT FUND (42)		\$1,256,512	\$1,411,565	\$1,281,064	\$1,380,281	\$1,585,935
FLEET MAINTENANCE ISF FUND (64)						
22253	Depreciation-Fleet Maintenance	1,044,082	1,221,851	-	-	-
22362	Rev Mgmt-Fleet Maintenance	(37,845)	(81,105)	-	-	-
62301	Fleet Maintenance & Operations	3,114,922	3,354,092	3,390,111	3,540,276	3,804,131
62311	Vehicle Equip Replacement	617,071	569,949	667,574	882,574	754,793
62312	Police Equipment Replacement	507,435	457,607	669,129	659,129	659,129
62313	Ventura Water Equipment Replacement	1,003,536	653,450	779,320	956,533	787,000
62321	Fire Equip Replacement	-	1,223,164	535,000	1,540,000	2,301,600
FLEET MAINTENANCE ISF FUND (64)		\$6,249,201	\$7,399,007	\$6,041,134	\$7,578,512	\$8,306,653
FACILITIES MAINTENANCE ISF FUND (65)						
22254	Depreciation-Facilities Maintenance	47,023	44,751	-	-	-
22363	Rev Mgmt - Facilities Maintenance	(7,743)	1,479	-	-	-
62410	Facilities Maintenance	3,117,775	3,189,988	3,512,773	3,918,011	4,170,041
62414	Facilities Replacement	506,441	947,120	877,592	1,031,084	1,067,592
93109	Fire Facilities Improvements	-	-	-	-	1,700,000
FACILITIES MAINTENANCE ISF FUND (65)		\$3,663,497	\$4,183,339	\$4,390,365	\$4,949,095	\$6,937,633
TOTAL EXPENDITURES		\$34,684,001	\$36,999,539	\$42,932,894	\$42,430,467	\$73,436,984

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TOTAL ADOPTED BUDGET:
\$144,564,271

FTE: 114.00
EXTRA HELP FTE: 1.03



Proudly providing local, reliable, and quality water and wastewater services for all generations.

OVERVIEW

Ventura Water provides water service and wastewater transportation and treatment services to approximately 110,000 people. Ventura Water is focused on ensuring water supply availability, protecting the future of local water resources, maintaining and improving vital infrastructure, creating a long-term water and wastewater strategic plan, improving customer relations, and enhancing relationships with all local water agencies. The Department consists of 4 functional elements that include: Administration, Water Resources, Water and Wastewater.

WATER ADMINISTRATION DIVISION

Water Administration provides both water and wastewater utilities with comprehensive support on public information, communications, education, community outreach, media relations, crisis communication, grant management, and legislative support.

WATER RESOURCES

The Water Resources Division manages the full spectrum of the City's diverse local water resource portfolio. Other functions this Division manages includes:

- Billing and customer service
- Capital improvement planning and coordination

WATER UTILITY

The Water Utility Division provides 12 million gallons per day of potable drinking water to the community. The Division utilizes three treatment plants to treat water and provides the City with the high-quality water it expects. The Division transports treated water through existing waterlines that are maintained with routine flushing and repairs water lines, hydrants, and meters.

WASTEWATER UTILITY

The Wastewater Utility Division is responsible for the management, planning, operation and maintenance of the Ventura Water Reclamation Facility (VWRF), sanitary sewer collection system and sanitary pump stations, laboratory analysis of water and wastewater process control and permit compliance sampling, and the management of the Environmental Compliance Program.



WORKLOAD INDICATOR	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ESTIMATE
Meet 100% of Health Regulations	88	88	88
Water Quality Non-Health Based Standards	11	11	11
Water Main Breaks	7	8	12
Water hours out of service	57.5	44	115
Fewer than 50 customers out of service per month	15	191	55
Surpass State Water Efficiency for Gallons Used per person per day seasonal average	104	113	109
Maintain Water Loss to 8% of Less	8%	6%	6%
Meet 100% of Reclamation Water Standards	18	19	20
Eliminate Sewer Overflows	0	2	1
Evaluate 4 Miles per Month of Aging Lines Repairing or Replacing as Needed	101,529	56,499	76,689
Collection System Spot Repairs	9	4	6

TOP ACCOMPLISHMENTS: FY 2021-22

- Adopted the 2020 Urban Water Management Plan
- Completed the 2020 Water Supply Event Contingency Plan
- Completed the 2021 Water Efficiency Plan
- Completed the 2021 Comprehensive Water Resources Report
- Worked with groundwater sustainability agencies to complete sustainability plans (Mound Basin and Upper Ventura River Basin)
- Updated water/wastewater CIP projects with Public Works
- Initiated pilot processes to improve water quality – Installed GAC vessels
- Began Estuary monitoring program for planned diversion and NPDES compliance
- Secured \$343,706.23 in funding through the State's Water and Wastewater Arrearages program to aid customers by covering debt accrued during the COVID shutdown.
- Completed upgrade of the utility billing software and customer self-service portal
- Converted to monthly utility billing
- Improved utility billing customer service by:
 - Implementing a call metrics dashboard
 - Rescripting the phone tree
 - Moving to a 5-day billing/meter reading operation
 - Completing a new bill redesign
- Completed Mixed Media Filter Rehabilitation
- Began construction on the on the Aeration Blower Upgrade
- Completed the Ventura Water Reclamation Facility Local Limits Evaluation
- Closed out the Sanitary Sewer Overflow Consent Decree with the Wishtoyo Foundation
- Reached an agreement with Ventura County on the Joint Powers Agreement for Service Area 29

FY 2022-23 DEPARTMENTAL GOALS

- Complete the 2022 Comprehensive Water Resources Report
- Complete the Advanced Meter Infrastructure Project
- Upgrade to a cloud-based water meter data collection system
- Complete the Water and Wastewater Masterplans
- Final execution of the State Water long term transfer agreement
- Complete the State Water Interconnection Agency Agreements
- Begin design for the wastewater plant Membrane Reactor/UV Disinfection capital project
- Complete the construction and commissioning of the Aeration Blower Upgrade capital project
- Increase collaboration with vested stakeholders on sharing data collected from current Santa Clara River Estuary Study (PCAP)

EXHIBIT 4.13A - EXPENDITURES BY FUND

FUND	FUND NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
02	General & Categorical Grant Program	-	-	3,517	-	-
51	Wastewater Operations	23,924,999	24,078,866	24,513,910	28,545,581	27,354,735
52	Water Operations	36,817,229	38,856,094	35,707,246	40,929,650	36,482,331
71	Wastewater Capital	10,334,718	13,822,763	6,309,695	14,684,210	45,846,000
72	Water Capital	9,281,527	7,551,453	10,784,903	21,534,000	34,881,205
75	Estuary Protection	(78,532)	200	153,334	-	-
TOTAL EXPENDITURES		\$80,279,942	\$84,309,377	\$77,472,606	\$105,693,441	\$144,564,271

EXHIBIT 4.13B - EXPENDITURES BY CATEGORY

ACCOUNT CATEGORY	ACCOUNT CATEGORY NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
500	Personnel Services	11,825,324	13,330,827	13,409,272	14,511,387	15,319,865
520	Services and Supplies	23,499,736	26,762,881	27,950,563	32,526,378	31,343,577
560	Internal Services	5,305,232	5,396,184	5,683,754	5,726,491	6,139,709
570	Non-Operating	8,301,740	9,833,288	50,000	50,000	60,000
580	Debt Service	4,456,717	4,377,936	7,239,938	7,238,769	3,366,024
700	Capital Outlay	38,378	660,177	200,000	200,000	372,592
750	Reserves & Contingencies	-	-	3,400,000	-	-
900	Transfers	13,244,347	9,032,243	7,938,512	9,222,206	12,486,704
TOTAL OPERATING EXPENDITURES		\$66,671,474	\$69,393,536	\$65,872,039	\$69,475,231	\$69,088,471
800	CIP	13,608,468	14,915,841	36,409,582	36,218,210	75,475,800
TOTAL CIP & OPERATING EXPENDITURES		\$80,279,942	\$84,309,377	\$102,281,621	\$105,693,441	\$144,564,271

EXHIBIT 4.13C - EXPENDITURES BY PROJECT

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
WASTEWATER OPERATIONS FUND (51)						
22051	Rev Mgmt - Wastewater	1,350,630	53,437	500,000	3,682,935	1,994,097
22251	Depreciation-Wastewater	4,207,781	4,313,919	-	-	-
22271	Debt-Wastewater	1,554,807	1,523,207	2,505,375	2,506,125	962,979
64101	Wastewater Operations	5,316,950	6,164,608	6,600,832	6,792,883	6,546,853
64111	Wastewater Maintenance	4,727,026	4,980,658	5,500,068	5,752,456	4,482,247
64112	Wastewater Collections	-	-	-	-	2,258,279
64115	Wastewater Environmental Compliance	469,830	532,468	777,937	924,240	964,194
64121	Wastewater Treatment	5,162,187	5,294,755	5,510,006	6,371,147	7,286,919
64125	Estuary Monitoring	27,110	-	300,000	826,720	1,025,582
64131	Wastewater Laboratory	1,108,678	1,215,813	1,678,482	1,689,075	1,833,585
WASTEWATER OPERATIONS FUND (51)		\$23,924,999	\$24,078,866	\$23,372,700	\$28,545,581	\$27,354,735
WATER OPERATIONS FUND (52)						
22052	Rev Mgmt - Water	5,042,308	2,453,486	500,000	-	-
22252	Depreciation-Water	5,507,792	5,624,736	-	-	-
22272	Debt-Water	2,672,909	2,625,905	4,734,563	4,732,644	2,403,045

EXHIBIT 4.13C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
63051	Ventura Water GM Office	1,086,442	1,073,264	1,335,581	1,125,035	613,653
63052	Ventura Water Support	758,233	1,023,701	1,497,855	1,805,067	1,834,700
63053	Customer Care	1,062,049	1,121,412	1,441,923	1,700,027	1,899,872
63080	Water Conservation	507,613	561,501	920,000	794,000	422,322
63101	Water Operations	2,747,133	4,670,655	3,295,683	5,328,791	5,184,096
63102	Ventura Water SCADA	670,940	773,547	906,458	960,597	1,198,813
63130	Water Distribution	2,949,234	3,478,363	4,031,821	4,467,297	4,743,666
63131	Workorder-City	74,025	74,774	50,000	50,000	51,500
63133	Workorder-Saticoy Country Club	285,996	311,442	250,000	250,000	520,000
63141	Water Production	5,247,346	4,917,851	6,325,347	7,884,762	8,000,518
63151	Water Purification	5,083,929	6,167,496	8,261,124	6,325,370	5,914,970
63170	Water Resource Planning	1,529,890	1,894,488	2,120,444	2,426,060	1,695,176
63171	State Waterline	1,591,390	2,083,473	2,110,000	3,080,000	2,000,000
WATER OPERATIONS FUND (52)		\$36,817,229	\$38,856,094	\$37,780,799	\$40,929,650	\$36,482,331
WASTEWATER CAPITAL FUND (71)						
22071	Rev Mgmt - Wastewater CIP	1,606,299	1,005,271	2,200,000	-	180,000
96874	Wastewater Plant - Tertiary Filter Repl	6,099	30,725	1,100,000	1,800,000	-
96884	Wastewater Plant - Efficiency Landscape Improvements	335,309	8,387	-	-	-
96894	Wastewater Plant- Maintenance Storage Bldg	67,193	161,125	-	-	50,000
96918	Wastewater Plant - Digester Improvement	56,346	6,080,482	5,499,745	-	-
96919	Wastewater Lift Station - North Bank Lift Station Upgrades	1,144,513	76,035	-	-	-
96920	Sewerline Replacement - Front Street (Hemlock to Ash)	-	(1,100)	-	-	-
96922	Transfer Station - Seaside Land Acquisition	14,591	7,878	1,500,000	150,000	1,540,000
96924	Sewerline Replacement - Aurora Dr Area	-	-	-	-	-
96925	Sewerline Replacement - Main and Brent St Area	3,995	-	-	-	-
96926	Olivas Sewerline Extension	-	-	-	-	1,302,000
96927	Olivas Reclaimed Water Main	-	432	-	-	-
96928	Wastewater Plant - Aeration Blowers	607,697	41,352	4,700,000	6,000,000	3,445,000
96930	Wastewater Plant - Headworks Building Demolition	243,087	6,306	-	-	-
96931	Sewerline Replacement - Loma Vista Area	-	-	-	-	-
96933	Sewerline Replacement - Main St. and Coronado	895,550	-	-	-	-
96934	Sewerline Replacment -Seaside Wastewater Force Main	1,790,883	5,073,802	-	-	-
96935	Wastewater Plant-Purification Facility Land Acqu (VWP)	5,641	6,081	200,000	4,705,210	1,800,000
96936	Wastewater Plant - Primary Sludge Thickening	-	223	-	-	-
96937	Sewerline Replacement - Eastman Avenue	114,617	89,553	-	-	4,435,000
96938	Brine Line and Ocean Outfall (VWP)	261,095	172,144	750,000	969,000	6,290,000
96939	Wastewater Plant - Wetlands Improvements (VWP)	75,557	172,562	-	-	-
96940	Recycled Waterline - Purewater Pipelines (VWP)	430	183	950,000	100,000	3,980,000

EXHIBIT 4.13C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
96941	Sewerline Replacement - Ann Street	1,906,873	2,414	-	-	-
96943	Wastewater Plant - Security Fence	25,109	43,877	-	-	-
96944	Wastewater - Seaside Transfer Station Improvements	606	-	15,000	-	-
96945	Wastewater Plant - Advanced Purification Facility (VWP)	1,151,682	460,480	1,114,934	810,000	13,700,000
96946	Sewerline Replacement - Palma/Harbor	314	34,544	10,000	-	-
96947	Harbor Force Main - San Pedro to Figueroa	19,784	186,612	450,000	-	-
96948	Sewerline Replacement - Hwy 101 to Northbank	-	223	69,000	-	-
96949	Sewerline Replacement - Bristol Line	314	59,042	-	-	-
96950	Sewerline Replacement - Navigator/Harbor	314	31,753	-	-	-
96951	Sewerline Replacement - Alley/Mills to Empire	506	21,938	10,000	-	-
96952	Sewerline Replacement - S. Victoria Ave	314	50,436	10,000	50,000	474,000
96954	Upgrade Of Co-Generation System	-	-	-	100,000	300,000
96972	Wastewater Plant - Membrane Bio-Reactor/UV Disinfection	-	-	-	-	8,350,000
WASTEWATER CAPITAL FUND (71)		\$10,334,718	\$13,822,763	\$18,578,679	\$14,684,210	\$45,846,000
WATER CAPITAL FUND (72)						
22072	Rev Mgmt - Water CIP	(442,993)	(1,529)	-	-	5,071,405
97896	Golf Course BPS & Wells Upgrade	14	-	250,000	50,000	167,000
97921	Foster Park Wellfield Production Restoration	-	1,891	-	-	-
97923	Mound Well 2	329,650	47,679	1,715,000	3,488,000	5,253,000
97924	Golf Course Well 7	-	-	-	-	-
97931	Tank Replacement - Hall Canyon Tanks	-	-	-	-	-
97934	Treatment-Oxnard Plain Aquifer Storage (VWP)	9,182	-	700,000	1,000,000	2,720,000
97938	Automated Meter Reading Installation	4,775,975	4,618,220	5,500,000	2,500,000	-
97939	Waterline Replacement Ondulando Tract - Phase 2	78	-	-	-	-
97940	Waterline Replacement Ondulando Tract - Phase 3	16	-	-	-	-
97941	Waterline Replacement - Pierpont Lanes	13,466	44,905	1,430,000	-	-
97942	Treatment - Avenue Plant Membrane Module Repl	442,554	-	-	1,400,000	-
97945	Well - Repair and Restoration Of Intake Structure	42,455	61,371	250,000	300,000	695,000
97948	Waterline Replacement - Ondulando Phase 4	1,722,281	219,253	-	-	-
97949	State Water Project Interconnection	216,365	68,823	1,810,000	973,000	2,340,000
97950	Waterline-Olivas Park Drive Extension	740	-	20,000	-	-
97951	Well - Mound Well 3	966,478	711,581	2,140,000	966,000	-
97953	Pump Station - Seaward/Poli Upgrade	103,362	484,703	-	-	-
97954	Waterline Replacement - Harbor - Peninsula to Beach	10,336	10,904	-	-	-
97955	Waterline - Midtown to Westside Interconnection	111,956	268,158	166,000	600,000	5,416,000
97956	Waterline - Eastside to Midtown Interconnection	68,821	146,221	380,000	1,200,000	4,434,000
97957	Mariano Water Reservoirs Replacement	782,057	150,965	-	-	-
97958	Water Well - Saticoy Well 4	20	377	110,000	450,000	617,000

EXHIBIT 4.13C - EXPENDITURES BY PROJECT (CONTINUED)

PROJECT	PROJECT NAME	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED
97960	Treatment - Bailey Plant Mod	-	5,961	-	-	-
97961	Waterline Replacement - Main St/Valentine Ave	5,992	68,050	500,000	3,000,000	2,413,000
97962	Waterline Replacement - Alley,Wells to Campanula	22,093	79,933	1,199,000	2,120,000	845,000
97963	Well - Saticoy Country Club Well No. 2 Rehab	-	-	145,000	665,000	241,000
97964	Well - Victoria Well No. 3	-	-	25,000	-	-
97965	Treatment - State Water Blending Station	21,743	42,600	290,000	650,000	244,000
97966	Pump Station - Kalorama Repl	-	-	312,000	100,000	193,000
97967	Pump Station - 210/260 Boundary Adj	-	-	60,000	100,000	136,000
97968	Emergency Generators - Various Sites	55,385	432,631	1,270,000	127,000	-
97969	Emergency Generators - Saticoy Country Club	23,500	29,029	537,443	195,000	-
97970	Waterline Replacement - Inez Street	-	20,520	-	-	-
97971	Pump Station - Ventura Water Pure (VWP)	-	-	75,000	150,000	960,000
97972	Pump Station - Relocate Day Rd BPS to Bailey	-	-	150,000	250,000	655,000
97973	SCADA Improvements	-	-	55,000	100,000	619,800
97974	Waterline - Abandon 8-Inch Bike Path Lane	-	-	160,000	1,100,000	1,038,000
97975	Tank - 860 Zone Storage	-	-	100,000	-	-
97976	Enquesta	-	-	800,000	-	-
97977	Abadonment Of Vic Well #1	-	39,207	-	-	-
97979	Bailey Reservoir Rehab	-	-	-	50,000	-
99001	Bailey Chlorine Scrubber	-	-	-	-	669,000
99002	Tank - Foothill Tanks	-	-	-	-	154,000
WATER CAPITAL FUND (72)		\$9,281,527	\$7,551,453	\$20,149,443	\$21,534,000	\$34,881,205
ESTUARY PROTECTION FUND (75)						
22075	Rev Mgmt-Estuary Protection	(78,532)	200	2,400,000	-	-
ESTUARY PROTECTION FUND (75)		(\$78,532)	\$200	\$2,400,000	\$0	\$0
TOTAL EXPENDITURES		\$80,279,942	\$84,309,377	\$102,281,621	\$105,693,441	\$144,564,271



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CAPITAL IMPROVEMENT PLAN

INTRODUCTION

The City's Capital Improvement Plan (CIP) reflects and identifies the most critical infrastructure priorities. The CIP is the City's strategic planning framework that addresses the preservation, maintenance, and improvement of our capital infrastructure to support our core City functions and essential City services. Without well-maintained infrastructure, Ventura's economic prosperity cannot be sustained. The condition of our streets, sidewalks, water, sewer, storm drains, recreation facilities, parks, and other public facilities reflects how well our community is doing and its ability to sustain economic growth.

A community's quality of life, health, safety, and economic well-being are all tied to the cornerstone of its infrastructure.

This CIP is a five-year plan and is reviewed and updated annually. It is the community's vision for short and long-range development, maintenance, improvement, and building of new infrastructure assets to benefit City residents, businesses, property owners, and visitors. The goals of the CIP are to:

- Provide a systematic approach for the repair and replacement of deteriorating infrastructure;
- Add new and enhance existing infrastructure to improve the quality of life for City residents and businesses;
- Meet regulatory requirements; and
- Identify future funding that will leverage available resources and develop a comprehensive financial strategy.

The CIP is divided into two main sections: funded projects and unfunded projects. The funded projects consist of work plan projects, which are projects that are planned for funding or partially funded and will be worked on over the next five years. The unfunded projects consist of projects that are beyond the five years of the Plan. Within each of these sections there are nine functional project areas: Coastal, Facilities, Parks and Medians, Stormwater, Public Art, Streets and Transportation, Wastewater, Water, and Other Capital.

The CIP provides a long-term approach for prioritizing and selecting new projects in the City. Although the plan document is updated annually, it allows the reader to review projects planned over the five-year time-frame and provides an overview of works in progress. The CIP is intended to incorporate the City's investments in infrastructure development and maintenance (i.e., capital improvements) with other significant capital expenditures that add to or strategically invest in the City's inventory of assets.





PROCEDURES FOR DEVELOPING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN

Procedures for developing the five-year CIP utilize the City’s forecasting, project evaluation and, in some cases, community engagement processes. These procedures are not intended to limit the ability to adjust programs, services, and planned projects as unexpected needs, opportunities, or impacts arise.

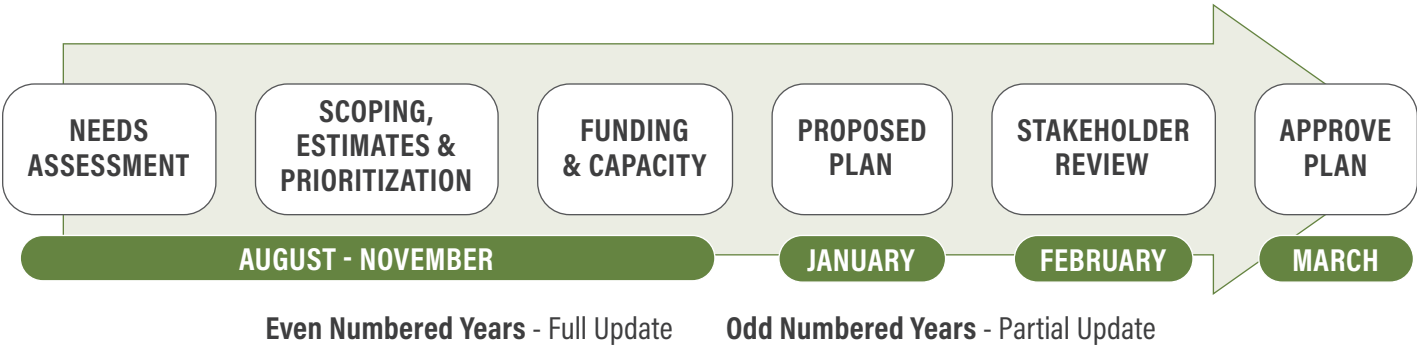
Procedures for submitting and amending projects include Department Managers initiating requests for new projects and modifications of existing projects. These requests are evaluated and ranked by priority level. They are then sent to the CIP committee, along with supporting information, in advance of the annual budget preparation. Requests include estimated costs, benefits, identified risks resulting from failure to complete the project/purchase, potential funding source(s), estimated time frame, and any anticipated operating impacts to previously approved projects.

Committee membership includes the Directors of Public Works, Parks and Recreation, Ventura Water, and Division Managers from Engineering, Construction, and Transportation along with supporting staff as designated by the City Manager.

CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT PROCESS

Development of the Capital Improvement Program is a long process that involves many people including various stakeholders. Figure 1 below shows the process for developing the annual CIP which is developed on a two-year cycle.

FIGURE 1 - CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT PROCESS



The Program goes through a full revision every even numbered fiscal years and a minor revision on odd-numbered fiscal years. The full revision includes adding new projects, revalidating project scopes, updating estimates, priorities, and schedules; and a six-year funding review. During the off-year, minor revisions only include adding new projects that will be funded and executed in the following fiscal year.

NEEDS ASSESSMENT

A citywide needs assessment is conducted during the even number fiscal years of the Program. This includes reviewing master plans, regulatory and legal requirements, infrastructure safety and liability, community needs, and City Council direction. New projects are identified to address these new needs and are entered into the main CIP database maintained by Public Works. Projects are prioritized as described below and those that are most likely to be included in the next five-year workplan go through a more detailed review to develop the project scope and estimate of cost.

PRIORITIZATION

There are basically three reasons for capital improvements. The first is to mitigate a risk of something bad from happening. The second reason is to achieve a benefit. The third reason is due to direction from a higher authority. With these reasons in mind, projects are prioritized according to the risk mitigated, benefit achieved, or City Council direction. Also factored into the analysis are the return on investment and urgency or likelihood of occurrence. Projects with the highest impact and the greatest urgency receive the highest priority. There are four priority levels as shown in Figure 2 below. In addition to the priority level, the primary driver or reason for executing a project is also identified in Figure 3.

FIGURE 2 - PRIORITY LEVEL DEFINITIONS

PRIORITY	DESCRIPTION	CITY COUNCIL INTEREST
1 CRITICAL (MUST)	This project is imperative and must be completed because of the significant risk it mitigates or benefit it produces. The project is a “no brainer” and must be actively worked immediately. Resources from other sources should be diverted to this project if needed	The City Council has directed completion of this project.
2 HIGH (SHOULD)	This project isn't critical but really should be completed because of the major risk it mitigates or benefit it produces. The project should be within the next 24 months	This project significantly advances one or more Council goals.
3 MEDIUM (MAINTAIN)	This project is needed to mitigate a minor risk or deliver a minor benefit that is likely to occur. The project should be started within the next 48 months. This is needed to maintain or restore current service levels.	
4 LOW (LIKE)	This is a project that the City would like to do but does not meet any of the definitions above.	

FIGURE 3 - PRIMARY PROJECT DRIVERS

Mitigate a Risk

- Health and Life Safety
- Legal/Regulatory
- Financial Loss
- Preserve/Restore City Services

Obtain a Benefit

- New/Enhanced City Services
- Cost Savings
- Increased Revenue/Economic Development

Council Interest

- Council directed
- Advances Council goal(s)
- High City Council Interest



COMMUNITY INPUT

The CIP is reviewed by the City's various commissions periodically. These various commissions make the findings that the CIP is in conformance with the City's General Plan. Once these findings are approved, the proposed projects are incorporated into the annual budget.

PROPOSED PROJECTS

New capital projects and projects involving infrastructure maintenance are identified. Projects approved in prior fiscal years that have not yet been completed are listed. Projects that do not rank high enough to be included in this five-year plan become part of the Unfunded Projects. There are also potential grant projects where grant funding is not yet awarded but will most likely receive grant funding.

Several projects in this five-year CIP address ongoing infrastructure or facility maintenance needs and are included on an annual basis or throughout each fiscal year as approved by City Council. Examples include street resurfacing, wastewater, and water improvement projects.



PROJECT FUNDING SOURCES

The five-year CIP coordinates physical improvements with financial planning, allowing maximum benefit from available funding sources. It relies on funding from various sources, largely retained in the capital and special revenue funds, with uses that are usually restricted for specific purposes such as Gas Tax, Wastewater, and Water funds.

The table below lists total funding levels for project areas with corresponding percentages of the total funding.

EXHIBIT 5.01

PROJECT AREA	FY 2022-23 SPENDING PLAN	% OF TOTAL CIP FY 2022-23
Wastewater	45,666,000	37.1%
Streets & Transportation	33,248,623	27.0%
Water	29,809,800	24.2%
Facilities	5,609,100	4.6%
Information Technology	3,500,000	2.8%
Parks and Medians	2,547,575	2.1%
Stormwater	1,959,000	1.6%
Coastal	796,250	0.6%
Public Art	-	0.0%
TOTAL	\$123,136,348	100.0%



APPROPRIATIONS AND SPENDING PLAN SUMMARY

EXHIBIT 5.02

FUND	FUND NAME	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
02	General & Categorical Grant Program	10,072,478	1,232,565	356,744	8,483,169	0	10,072,478	5,425,800
04	Capital Improvement	5,240,552	1,165,923	93,590	3,981,039	2,917,500	8,158,052	4,050,200
05	Measure O-Transaction and Use Tax	10,701,913	2,895,106	609,260	7,197,547	3,648,750	14,350,663	6,053,100
06	TDA Art8C & Art4 Program	103,611	69,044	0	34,567	0	103,611	0
10	Transportation	16,526,585	5,765,370	123,537	10,637,679	12,496,268	29,022,853	19,214,600
12	Gas Tax	20,530,533	12,606,650	1,042,520	6,881,363	4,604,340	25,134,873	6,042,273
18	Park & Rec Capital Improv	8,759,276	5,413,936	93,005	3,252,335	880,000	9,639,276	1,325,575
19	Public Art Program	328,190	210,407	0	117,783	0	328,190	0
30	Downtown Parking District	367,000	21,303	0	345,697	5,000	372,000	349,000
32	HCDA-Act Of 1974 Program	225,000	234,677	1,255	(10,932)	0	225,000	0
61	Information Technology ISF	200,000	218,589	42,500	(61,089)	3,800,000	4,000,000	3,500,000
65	Facilities Maintenance ISF	0	0	226,140	(226,140)	2,200,000	2,200,000	1,700,000
71	Wastewater Capital	61,173,379	32,023,631	16,336,853	12,812,895	29,002,608	90,175,987	45,666,000
72	Water Capital	92,591,993	33,926,186	7,942,285	50,723,522	111,403	92,703,396	29,809,800
TOTAL		\$226,820,510	\$95,783,385	\$26,867,689	\$104,169,436	\$59,665,869	\$286,486,379	\$123,136,348

**Total spent through FY 2021-22 is shown as of August 9, 2022



APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
02	GENERAL & CATEGORICAL GRANT PROGRAM							
91149	Traffic Signal System Upgrade_ Controllers And Switches-HSIP Cycle 10 H10-07-042	1,570,700	1,304	0	1,569,396	0	1,570,700	1,570,700
91150	Traffic Signal System Upgrade_Signal Coordination-HSIP Cycle 10_H10-07-041	1,963,100	0	0	1,963,100	0	1,963,100	1,963,100
91154	Sheridan Way CMAQ Grant (5026-062)	310,000	0	310,000	0	0	310,000	0
91057	Hwy 126 Bike Path Gap Closure CMAQ	906,000	828,401	46,744	30,856	0	906,000	0
91141	Mainstreet Bridge_Dot_Fedpass_Brhipl5026(065)	2,887,678	933	0	2,886,745	0	2,887,678	595,000
91139	Cabrillo Village Multi-Use Path	90,000	42,576	0	47,424	0	90,000	75,000
92928	Skateboard Park Improvements	1,990,000	3,382	0	1,986,618	0	1,990,000	1,222,000
93960	Surfers Point - Phase II	355,000	355,970	0	(970)	0	355,000	0
02	GENERAL & CATEGORICAL GRANT PROGRAM	\$10,072,478	\$1,232,565	\$356,744	\$8,483,169	\$0	\$10,072,478	\$5,425,800
04	CAPITAL IMPROVEMENT							
93068	City Hall Terra Cotta Maintenance	402,000	0	0	402,000	539,000	941,000	304,000
93066	Pierpont Neighborhood Storm Water Lift Stations	100,000	78,396	0	21,604	0	100,000	0
93061	Pier Corrosion Repairs	629,900	102,940	35,689	491,271	141,000	770,900	141,100
93064	Pier Electrical and Lighting Infrastructure Repl	350,000	0	0	350,000	0	350,000	0
93065	Maintenance Yard Building Infrastructure Repair	193,500	3,395	0	190,105	0	193,500	122,600
93067	Police/Fire HQ Locker Room Renovation	750,000	67,245	0	682,755	1,810,000	2,560,000	2,500,000
93069	PD/FD Headquarters Air Handler Improvements	315,000	32,506	10,430	272,064	0	315,000	55,000
93070	PD/FD Headquarters Chiller Replacement	303,850	254,133	34,810	14,907	0	303,850	0
93071	City Hall East Boiler Replacement	329,600	4,954	12,661	311,985	0	329,600	0
93108	One Stop Shop Permit Counter	0	0	0	0	239,500	239,500	239,500

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
93110	City Hall - West Wing - Third Floor Tenant Improvements	0	0	0	0	188,000	188,000	188,000
93710	Fire Station No. 7	1,866,702	622,355	0	1,244,347	0	1,866,702	500,000
04	CAPITAL IMPROVEMENT	\$5,240,552	\$1,165,923	\$93,590	\$3,981,039	\$2,917,500	\$8,158,052	\$4,050,200
05	MEASURE O-TRANSACTION AND USE TAX							
69010*	Barranca Vista Center Repairs/ Refurbishment	701,166	259,918	0	441,248	0	701,166	0
69011	City Hall Terra Cotta Maintenance	840,000	199,832	61,938	578,230	0	840,000	0
69023	Traffic Signal System Upgrade	1,000,000	909,901	91,440	(1,341)	0	1,000,000	0
91151	Traffic Signal System Upgrade_Signal Coordination_H10-07- 041_Measure O Match	763,500	0	0	763,500	1,362,550	2,126,050	2,126,050
69029	Commons Parking Lot Improvements	253,895	240,388	0	13,507	0	253,895	0
69030	Pierpont Neighborhood Storm Water Lift Stations_ Weymouth Lane	2,776,000	355,576	0	2,420,424	0	2,776,000	961,000
69035*	Westside Sidewalks and ADA Access	828,352	662,996	118,747	46,609	0	828,352	0
90100	2022-2026 Promenade Repair Improvements	100,000	3,877	0	96,123	255,000	355,000	240,000
91090	Main Street Bridge Replacement	200,000	20,055	66,244	113,701	85,300	285,300	200,000
91156	Montalvo Safe Route To School Improvements	155,772	0	0	155,772	0	155,772	0
69026	Street Resurfacing - Olivas Park, Victoria- Golf Course Dr.	5,000	0	0	5,000	0	5,000	0
91088	Citywide Bridge Preventative Maintenance Phase I	500,000	859	0	499,141	616,000	1,116,000	743,000
91089	Paseo De Playa And Pier Parking Lot Light Improvements	529,000	13,985	220,129	294,886	0	529,000	63,250
91091	2022 Eastside Sidewalk ADA Improvements	7,366	8,460	0	(1,094)	0	7,366	0
91134	2023 Westside Sidewalk Repair/ADA Improvements	0	0	0	0	369,900	369,900	369,900

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
92922	Remove and Replace Retaining Wall - Petit Ave	165,000	10,994	0	154,006	0	165,000	0
93072	Pier Corrosion Repairs	430,000	0	0	430,000	0	430,000	291,900
93074	Fire Stations Alerting System	654,000	23,436	1,115	629,449	0	654,000	0
90108	Surfer's Point - Phase II	0	0	0	0	60,000	60,000	60,000
91702	Leverage Funds For CDBG Safe Sidewalks 21-22	76,100	4,745	10,820	60,535	0	76,100	0
91703	Leverage Funds For CDBG ADA Improvements 21-22	145,762	80,746	38,691	26,326	0	145,762	0
95100	Tioga Drive Hillside Drain And Erosion Repair	471,000	16,542	136	454,321	0	471,000	88,000
95101	Storm Drain Replacement, Loma Vista Rd, Day To Walnut	100,000	82,795	0	17,205	900,000	1,000,000	910,000
05	MEASURE O-TRANSACTION AND USE TAX	\$10,701,913	\$2,895,106	\$609,260	\$7,197,547	\$3,648,750	\$14,350,663	\$6,053,100
06	TDA ART8C & ART4 PROGRAM							
90604	Wells Center Bus Stop Upgrade	103,611	69,044	0	34,567	0	103,611	0
06	TDA ART8C & ART4 PROGRAM	\$103,611	\$69,044	\$0	\$34,567	\$0	\$103,611	\$0
10	TRANSPORTATION							
91152	Traffic Signal System Upgrade_Signal Coordination_H10-07- 041_Transportation Match	1,199,600	0	0	1,199,600	0	1,199,600	1,199,600
91019	Olivas Park Drive Extension (Roadway)	10,052,366	1,497,979	23,192	8,531,196	4,837,312	14,889,678	9,970,044
91050	Sewerline - Olivas Interconnect to MCSD	1,259,316	1,259,316	0	(0)	0	1,259,316	0
91051	Olivas Park Drive - MCSD Plant Demolition	450,772	450,772	0	0	0	450,772	0
91049	Olivas Levee	1,475,165	998,257	100,345	376,563	7,658,951	9,134,116	8,044,956
91052*	Street Resurfacing - Johnson Dr. - Telephone To Bristol	1,514,366	1,514,371	0	(5)	5	1,514,371	0
91083	Street Resurfacing - Northbank, Ventura Blvd To Johnson	575,000	44,675	0	530,325	0	575,000	0
10	TRANSPORTATION	\$16,526,585	\$5,765,370	\$123,537	\$10,637,679	\$12,496,268	\$29,022,853	\$19,214,600

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
12	GAS TAX							
91017	Harbor/Vista Del Mar Improvements	502,045	96,290	196,108	209,647	0	502,045	0
91019	Olivas Park Drive Extension (Roadway)	1,287,278	1,287,278	0	(0)	0	1,287,278	0
91027	Ventura River Trail - Sheridan Way Bike Path Link	350,000	106,412	81,044	162,544	0	350,000	0
91029	Hwy 126 Bike Path Gap Closure	336,081	340,837	295	(5,051)	0	336,081	0
91036	US 101 - Oak Street Offramp	1,806,126	1,322,480	435,185	48,461	110,000	1,916,126	110,000
91044	Street Resurfacing- Loma Vista - Main St To Mills	1,078,889	1,078,840	0	49	0	1,078,889	0
91049	Olivas Levee	25,615	25,615	0	(0)	0	25,615	0
91058	Street Resurfacing - Bristol Road, Johnson to Ermine	170,000	54,711	6,508	108,781	1,669,000	1,839,000	1,772,000
91060	Main Street Bridge Replacement	900,000	145,349	62,530	692,121	0	900,000	705,000
91062	Stanley Avenue/ Hwy. 33 Interchange Improvement	0	0	0	0	25,000	25,000	25,000
91069	Street Resurfacing- Telephone Rd, Partridge To Kimball (SB1)	2,261,000	1,901,801	0	359,199	0	2,261,000	0
91070	Montalvo Safe Route to School Improvements	1,590,000	392,452	3,200	1,194,348	320,552	1,910,552	0
91071	Harmon Barranca Bike Path Corridor	507,000	105,581	0	401,419	106,000	613,000	542,000
91072	Street Resurfacing- Olivas Park, Victoria to Golf Course Dr	329,000	0	0	329,000	0	329,000	0
91073	Street Resurfacing- Victoria, Telephone to Hwy 126 (SB1)	1,813,913	1,823,196	0	(9,283)	7,759	1,821,672	0
91075*	Street Resurfacing- Telephone Rd, Victoria to Partridge (SB1)	1,900,000	587,242	0	1,312,758	0	1,900,000	0
91077*	Street Resurfacing- Telephone, Saratoga to Victoria	1,125,649	1,006,910	0	118,739	0	1,125,649	0
91078*	Street Resurfacing- Walker/Moon Dr., Dowell To Victoria	1,226,372	1,226,401	0	(29)	29	1,226,401	0

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
91080	Street Resurfacing - Victoria Ave., Telephone To Ralston (SB1)	1,300,000	705,107	208,500	386,393	0	1,300,000	0
91082	Street Resurfacing - Valentine Rd., Telephone to Palma	426,000	388	0	425,612	0	426,000	415,000
91086	Street Resurfacing - 2022 Slurry/Cape Seal	1,000,000	75,751	24,900	899,348	0	1,000,000	0
91087	Street Resurfacing - Brookshire Neighborhood	80,000	0	0	80,000	(80,000)	0	0
91116	Street Resurfacing - 2023 Slurry/Cape Seal	0	0	0	0	1,000,000	1,000,000	1,000,000
91124	Street Resurfacing - Navigator, Spinnaker/ Anchors Way (SB1)	0	0	0	0	666,000	666,000	666,000
91131	Street Resurfacing - Telegraph Rd, Ashwood to Victoria (SB1)	0	0	24,250	(24,250)	780,000	780,000	780,000
91042	Northbank Ext-Cabrillo Village	50,000	22,727	0	27,273	0	50,000	27,273
91023	Traffic Signal Infrastructure Modernization	455,941	291,658	0	164,283	0	455,941	0
91979	Traffic Signal Infrastructure Modernization	9,624	9,624	0	0	0	9,624	0
12	GAS TAX	\$20,530,533	\$12,606,650	\$1,042,520	\$6,881,363	\$4,604,340	\$25,134,873	\$6,042,273
18	PARK & REC CAPITAL IMPROV							
92909	Westside Community Pool	2,000,000	614,852	0	1,385,148	0	2,000,000	0
92006	Comm Park Energy Savings Improvements	648,671	587,414	0	61,257	0	648,671	0
92916*	Community Park 2 nd Entrance, Ramelli/Telephone	2,939,513	2,431,179	0	508,334	0	2,939,513	0
92917	Westpark - Portland Loo Restrooms	140,000	121,228	0	18,772	0	140,000	0
92918*	Arroyo Verde Park Playground Rebuild	1,626,788	1,544,896	0	81,892	0	1,626,788	0
92920	Community Park Softball Field No. 5 Lights	337,000	245	0	336,755	0	337,000	0
92921	Marina Park Playground Replacement	635,304	26,117	39,022	570,165	0	635,304	475,750

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
92951	Skateboard Park Improvements - Non Grant	322,000	23,044	39,675	259,282	0	322,000	0
92946	Ventura Event Center	110,000	64,961	14,308	30,731	880,000	990,000	849,825
18	PARK & REC CAPITAL IMPROV	\$8,759,276	\$5,413,936	\$93,005	\$3,252,335	\$880,000	\$9,639,276	\$1,325,575
19	PUBLIC ART PROGRAM							
98167	Public Art - Beachfront Promenade	5,000	2,179	0	2,821	0	5,000	0
98168	Public Art-Harbor Wastewater Wetlands - Phase I	195,728	195,728	0	(0)	0	195,728	0
98178	Public Art-Harbor Wastewater Wetlands Phase II	0	0	0	0	0	0	0
98192	Public Art - Wells Neighborhood Park	65,462	501	0	64,961	0	65,462	0
98198	Public Art - Barranca Vista Center	62,000	11,999	0	50,001	0	62,000	0
19	PUBLIC ART PROGRAM	\$328,190	\$210,407	\$0	\$117,783	\$0	\$328,190	\$0
30	DOWNTOWN PARKING DISTRICT							
91084	Mission Park - Main Street Frontage Improvements	367,000	21,303	0	345,697	5,000	372,000	349,000
30	DOWNTOWN PARKING DISTRICT	\$367,000	\$21,303	\$0	\$345,697	\$5,000	\$372,000	\$349,000
32	HCDA-ACT OF 1974 PROGRAM							
94702	PW-Streets/ Environmental Safe Sidewalks	75,000	79,765	1,255	(6,020)	0	75,000	0
94703	PW-Streets ADA Improvements	150,000	154,912	0	(4,912)	0	150,000	0
32	HCDA-ACT OF 1974 PROGRAM	\$225,000	\$234,677	\$1,255	\$(10,932)	\$0	\$225,000	\$0
61	INFORMATION TECHNOLOGY ISF							
97000	Enterprise Resource Planning System (ERP)	200,000	218,589	42,500	(61,089)	3,800,000	4,000,000	3,500,000
61	INFORMATION TECHNOLOGY ISF	\$200,000	\$218,589	\$42,500	\$(61,089)	\$3,800,000	\$4,000,000	\$3,500,000
65	FACILITIES MAINTENANCE ISF							
93109	Fire Facilities Improvements	0	0	226,140	(226,140)	2,200,000	2,200,000	1,700,000
65	FACILITIES MAINTENANCE ISF	\$0	\$0	\$226,140	\$(226,140)	\$2,200,000	\$2,200,000	\$1,700,000

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
71	WASTEWATER CAPITAL							
91073	Street Resurfacing- Victoria, Telephone to Hwy 126 (SB1)	0	0	0	0	0	0	0
96874	Wastewater Plant - Tertiary Filter Repl	3,157,482	236,475	0	2,921,007	0	3,157,482	0
96894	Wastewater Plant- Maintenance Storage Bldg	366,000	290,151	0	75,849	0	366,000	50,000
96918	Wastewater Plant - Digester Improvement	9,979,575	9,411,670	226,435	341,470	0	9,979,575	0
96922	Transfer Station - Seaside Land Acquisition	1,492,000	44,929	0	1,447,071	168,000	1,660,000	1,540,000
96926	Olivas Sewerline Extension	0	0	0	0	1,302,000	1,302,000	1,302,000
96927	Olivas Reclaimed Water Main	50,000	47,213	0	2,787	(2,787)	47,213	0
96928	Wastewater Plant - Aeration Blowers	11,808,256	6,176,825	3,341,674	2,289,756	0	11,808,256	3,445,000
96934	Sewerline Replacment -Seaside Wastewater Force Main	8,236,619	7,429,624	165,108	641,886	0	8,236,619	0
96935	Wastewater Plant- Purification Facility Land Acqu (VWP)	4,765,708	226,502	3,570,658	968,548	234,292	5,000,000	1,800,000
96936	Wastewater Plant - Primary Sludge Thickening	223	348	0	(125)	125	348	0
96937	Sewerline Replacement - Eastman Avenue	290,000	243,650	0	46,350	4,390,000	4,680,000	4,435,000
96938	Brine Line and Ocean Outfall (VWP)	6,170,916	3,676,191	2,527,329	(32,604)	4,249,084	10,420,000	6,290,000
96940	Recycled Waterline - Purewater Pipelines (VWP)	1,600,000	64,888	776,960	758,151	2,590,000	4,190,000	3,980,000
96943	Wastewater Plant - Security Fence	330,000	244,056	34,551	51,393	0	330,000	0
96944	Wastewater - Seaside Transfer Station Improvements	3,756,000	725	0	3,755,275	(3,755,275)	725	0
96945	Wastewater Plant - Advanced Purification Facility (VWP)	7,959,600	3,512,609	4,541,954	(94,962)	10,797,814	18,757,414	13,700,000
96947	Harbor Force Main - San Pedro to Figueroa	1,000,000	365,355	0	634,645	(634,645)	365,355	0
96952	Sewerline Replacement - S. Victoria Ave	111,000	52,419	0	58,581	914,000	1,025,000	474,000

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
96954	Upgrade of Co- Generation System	100,000	0	0	100,000	400,000	500,000	300,000
96972	Wastewater Plant - Membrane Bio-Reactor/UV Disinfection	0	0	1,152,183	(1,152,183)	8,350,000	8,350,000	8,350,000
97968	Emergency Generators - Various Sites	0	0	0	0	0	0	0
71	WASTEWATER CAPITAL	\$61,173,379	\$32,023,631	\$16,336,853	\$12,812,895	\$29,002,608	\$90,175,987	\$45,666,000
72	WATER CAPITAL							
97896	Golf Course BPS & Wells Upgrade	437,000	53,024	17,700	366,276	0	437,000	167,000
97904	Foster Park Wellfield Production Restoration	9,385	9,385	0	(0)	0	9,385	0
97921	Foster Park Wellfield Production Restoration	10,000	4,914	0	5,086	0	10,000	0
97907	Mound Well 2	254,164	254,164	0	0	0	254,164	0
97923	Mound Well 2	5,875,000	2,097,730	376,574	3,400,695	2,045,000	7,920,000	5,253,000
97933	Well - Foothill Well	5,000	2,568	0	2,432	(2,432)	2,568	0
97934	Treatment-Oxnard Plain Aquifer Storage (VWP)	2,800,000	807,554	587,698	1,404,749	1,130,000	3,930,000	2,720,000
97938	Automated Meter Reading Installation	16,930,000	13,195,313	1,692,864	2,041,823	0	16,930,000	0
97941*	Waterline Replacement - Pierpont Lanes	1,740,000	1,100,134	3,825	636,041	0	1,740,000	0
97942	Treatment - Avenue Plant Membrane Module Repl	3,200,000	1,250,356	377,906	1,571,738	(500,000)	2,700,000	0
97945	Well - Repair and Restoration Of Intake Structure	1,290,000	361,094	224,509	704,397	0	1,290,000	695,000
97949	State Water Project Interconnection	3,900,000	2,300,238	912,719	687,044	3,209,000	7,109,000	2,340,000
97950	Waterline-Olivas Park Drive Extension	1,840,000	67,168	0	1,772,832	(1,772,832)	67,168	0
97951	Well - Mound Well 3	6,722,892	4,463,570	1,331,868	927,454	0	6,722,892	0
97953	Pump Station - Seaward/Poli Upgrade	1,254,123	1,199,595	0	54,528	(54,528)	1,199,595	0
97954	Waterline Replacement - Harbor - Peninsula to Beach	279,682	279,682	0	(0)	0	279,682	0

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
97955	Waterline - Midtown To Westside Interconnection	10,600,000	1,026,540	534,453	9,039,007	(3,712,000)	6,888,000	5,416,000
97956	Waterline - Eastside To Midtown Interconnection	4,080,000	671,254	254,979	3,153,767	2,475,000	6,555,000	4,434,000
97958	Water Well - Saticoy Well 4	5,100,000	57,678	30,033	5,012,289	0	5,100,000	617,000
97959	Water Treatment - Saticoy Cond Fac Upgrade	3,550,000	0	0	3,550,000	(3,550,000)	0	0
97960	Treatment - Bailey Plant Mod	650,000	7,730	0	642,270	0	650,000	0
97961	Waterline Replacement - Main St/Valentine Ave	3,290,000	161,004	0	3,128,996	(590,000)	2,700,000	2,413,000
97962	Waterline Replacement - Alley,Wells To Campanula	2,510,000	284,123	0	2,225,877	0	2,510,000	845,000
97963	Well - Saticoy Country Club Well No. 2 Rehab	810,000	175,982	383,366	250,652	52,700	862,700	241,000
97964	Well - Victoria Well No. 3	150,000	0	0	150,000	(150,000)	0	0
97965	Treatment - State Water Blending Station	3,445,000	332,713	230,357	2,881,929	(295,000)	3,150,000	244,000
97966	Pump Station - Kalorama Repl	1,698,000	24,175	0	1,673,825	0	1,698,000	193,000
97967	Pump Station - 210/260 Boundary Adj	1,600,000	45,884	0	1,554,116	0	1,600,000	136,000
97968*	Emergency Generators - Various Sites	2,045,000	1,846,207	120,112	78,681	0	2,045,000	0
97969*	Emergency Generators - Saticoy Country Club	655,000	588,271	(101,322)	168,052	0	655,000	0
97970	Waterline Replacement - Inez Street	270,000	56,526	201,566	11,908	44,238	314,238	0
97971	Pump Station - Ventura Water Pure (VWP)	594,236	60,843	546,585	(13,193)	600,000	1,194,236	960,000
97972	Pump Station - Relocate Day Rd Bps To Bailey	2,000,000	42,561	0	1,957,439	0	2,000,000	655,000
97973	SCADA Improvements	571,000	54,948	29,007	487,045	121,000	692,000	619,800
97974	Waterline - Abandon 8-Inch Bike Path Lane	1,260,000	104,500	24,379	1,131,121	220,000	1,480,000	1,038,000

APPROPRIATIONS AND SPENDING PLAN DETAILS

EXHIBIT 5.03 (CONTINUED)

FUND/ PROJECT NO.	FUND NAME /PROJECT TITLE	CURRENT CIP APPROPRIATION	TOTAL SPENT THROUGH FY 2021-22**	CURRENT OUTSTANDING ENCUMBRANCE	UNENCUMBERED PROJECT BALANCE	FY 2022-23 APPROPRIATION ADJUSTMENT	FY 2022-23 NEW TOTAL APPROPRIATION	FY 2022-23 SPENDING PLAN
97975	Tank - 860 Zone Storage	100,000	1,316	0	98,684	0	100,000	0
97976*	Enquesta	800,000	720,919	73,761	5,320	0	800,000	0
97977	Abandonment Of Vic Well #1	216,511	216,524	68,244	(68,257)	68,257	284,768	0
97979	Bailey Reservoir Rehab	50,000	0	0	50,000	(50,000)	0	0
99001	Bailey Chlorine Scrubber	0	0	21,100	(21,100)	669,000	669,000	669,000
99002	Tank - Foothill Tanks	0	0	0	0	154,000	154,000	154,000
72	WATER CAPITAL	\$92,591,993	\$33,926,186	\$7,942,285	\$50,723,522	\$111,403	\$92,703,396	\$29,809,800
TOTAL		\$226,820,510	\$95,783,385	\$26,867,689	\$104,169,436	\$59,665,869	\$286,486,379	\$123,136,348

*Projects to be closed

**Total spent through FY 2021-22 is shown as of August 9, 2022



PROJECT IMPACT ON OPERATIONS BUDGET SUMMARY

EXHIBIT 5.04

FUND NO.	FUND DESCRIPTION	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FUTURE YEARS	PROJECT IMPACT TOTAL
02	Grant and Categorical	-	-	9,500	9,500	9,500	9,500	9,500	47,500
04	Capital Improvement	-	-	5,000	275,000	297,500	322,250	350,000	1,249,750
05	Measure O-Transaction and Use Tax	-	-	-	-	-	-	5,100	5,100
10	Transportation	-	-	-	5,000	5,000	5,000	5,000	20,000
61	Information Technology ISF	-	-	48,000	103,200	112,800	112,800	612,800	989,600
71	Wastewater Capital	-	(40,000)	(40,000)	(15,000)	6,385,000	6,385,000	6,150,000	18,825,000
72	Water Capital	-	(110,000)	(110,000)	(10,000)	280,000	255,000	638,000	943,000
TOTAL		\$0	(\$150,000)	(\$87,500)	\$367,700	\$7,089,800	\$7,089,550	\$7,770,400	\$22,079,950

PROJECT IMPACT ON OPERATIONS BUDGET DETAIL

EXHIBIT 5.05

FUND/ PROJECT NO.	FUND DESCRIPTION /PROJECT TITLE	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FUTURE YEARS	PROJECT IMPACT TOTAL
02	GRANT AND CATEGORICAL								
92928	Skateboard Park Improvements	-	-	9,500	9,500	9,500	9,500	9,500	47,500
02	GRANT AND CATEGORICAL	\$0	\$0	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$47,500
04	CAPITAL IMPROVEMENT								
92946	Ventura Event Center	-	-	-	225,000	247,500	272,250	300,000	1,044,750
93110	City Hall - West Wing - Third Floor Tenant Improvements	-	-	5,000	50,000	50,000	50,000	50,000	205,000
04	CAPITAL IMPROVEMENT	\$0	\$0	\$5,000	\$275,000	\$297,500	\$322,250	\$350,000	\$1,249,750
05	MEASURE O-TRANSACTION AND USE TAX								
69012	Arroyo Verde Park Middle Restroom Replacement	-	-	-	-	-	-	7,600	7,600
95109	Alessandro Drainage System Improvements	-	-	-	-	-	-	(2,500)	(2,500)
05	MEASURE O-TRANSACTION AND USE TAX	\$0	\$0	\$0	\$0	\$0	\$0	\$5,100	\$5,100
10	TRANSPORTATION								
91019	Olivas Park Drive Extension and Levee	-	-	-	5,000	5,000	5,000	5,000	20,000
10	TRANSPORTATION	\$0	\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
61	INFORMATION TECHNOLOGY ISF								
97000	Enterprise Resource Planning System (ERP)	-	-	-	-	-	-	500,000	500,000
97002	311 Customer Relationship Management System	-	-	48,000	36,000	36,000	36,000	36,000	192,000

PROJECT IMPACT ON OPERATIONS BUDGET DETAIL

EXHIBIT 5.05 (CONTINUED)

FUND/ PROJECT NO.	FUND DESCRIPTION /PROJECT TITLE	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FUTURE YEARS	PROJECT IMPACT TOTAL
97004	Business License Application	-	-	-	24,000	16,800	16,800	16,800	74,400
97005	Cashiering Application	-	-	-	24,000	19,200	19,200	19,200	81,600
97006	Capital Improvement Program Management Application	-	-	-	19,200	19,200	19,200	19,200	76,800
97008	Learning Management System	-	-	-	-	21,600	21,600	21,600	64,800
61	INFORMATION TECHNOLOGY ISF	\$0	\$0	\$48,000	\$103,200	\$112,800	\$112,800	\$612,800	\$989,600
71	WASTEWATER CAPITAL								
96894	Wastewater Plant - Storage Building	-	-	-	-	-	-	(10,000)	(10,000)
96928	Wastewater Plant - Aeration Blowers	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(240,000)
96938	Ocean Outfall and Conveyance Main (VWP)	-	-	-	25,000	25,000	25,000	25,000	100,000
96940	Recycled Waterline - Purewater Pipelines (VWP)	-	-	-	-	25,000	25,000	25,000	75,000
96945	Wastewater Plant - Advanced Purification Facility (VWP)	-	-	-	-	5,000,000	5,000,000	5,000,000	15,000,000
96954	Upgrade of Co-Generation System	-	-	-	-	(25,000)	(25,000)	(250,000)	(300,000)
96972	Wastewater Plant - Membrane Bio- Reactor/UV Disinfection	-	-	-	-	1,400,000	1,400,000	1,400,000	4,200,000
71	WASTEWATER CAPITAL	\$0	\$(40,000)	\$(40,000)	\$(15,000)	\$6,385,000	\$6,385,000	\$6,150,000	\$18,825,000
72	WATER CAPITAL								
97896	Well - Golf Course Booster Pump Station & Wells Upgrade	-	-	-	-	-	-	(20,000)	(20,000)
97923	Well - Mound Well No.2	-	-	-	40,000	40,000	40,000	40,000	160,000
97934	Treatment - Oxnard Plain Basin Storage (VWP)	-	-	-	-	150,000	150,000	150,000	450,000
97942	Treatment - Avenue Plant Membrane Module Replacement	-	-	-	-	-	(25,000)	(25,000)	(50,000)
97949	State Water Interconnection Project	-	-	-	20,000	50,000	50,000	50,000	170,000
97955	Waterline - Midtown to Westside Interconnection	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)
97956	Waterline - Eastside to Midtown Interconnection	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)
97958	Well - Saticoy Well No. 4	-	-	-	40,000	40,000	40,000	40,000	160,000
97961	Waterline Replacement - Main St/ Valentine Ave	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)
97963	Well - Saticoy Country Club Well No. 2 Rehabilitation	-	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	50,000	(200,000)
97965	Treatment - State Water Blending Station	-	-	-	-	100,000	100,000	100,000	300,000
97967	Pump Station - 210/260 Boundary Adjustment	-	-	-	-	10,000	10,000	10,000	30,000
97971	Pump Station - Ventura Water Pure (VWP)	-	-	-	-	-	-	303,000	303,000
72	WATER CAPITAL	-	\$(110,000)	\$(110,000)	\$(10,000)	\$280,000	\$255,000	\$638,000	\$943,000
GRAND TOTAL		-	\$(150,000)	\$(87,500)	\$367,700	\$7,089,800	\$7,089,550	\$7,770,400	\$22,079,950

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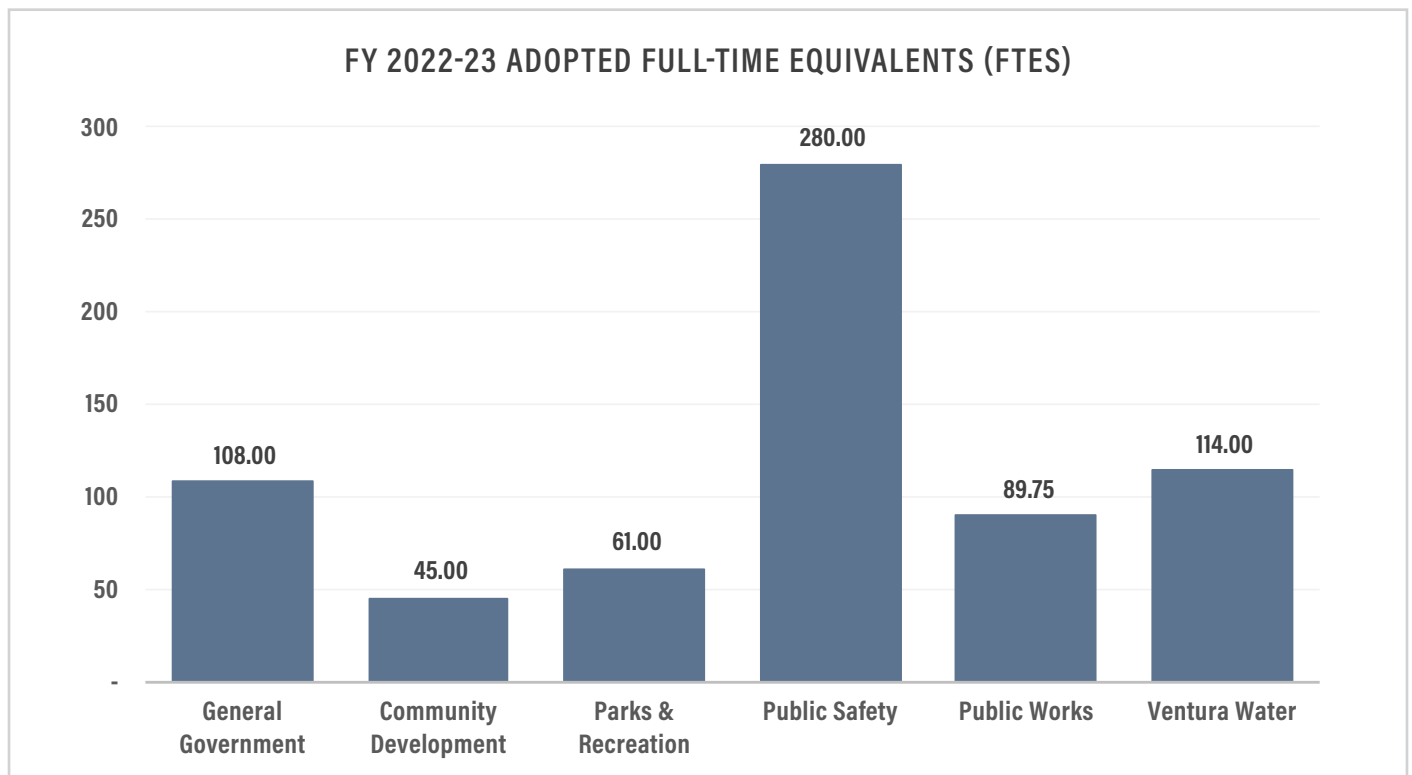
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AUTHORIZED FULL-TIME EQUIVALENTS BY DEPARTMENT

DEPARTMENT	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE*
GENERAL GOVERNMENT				
City Attorney Department	9.00	9.00	10.00	1.00
City Manager Department	17.00	25.00	23.00	(2.00)
Finance Department	-	-	34.00	34.00
Finance and Technology Department	51.00	57.00	-	(57.00)
Human Resources Department	11.00	11.00	13.00	2.00
Information Technology	-	-	28.00	28.00
SUBTOTAL GENERAL GOVERNMENT	88.00	102.00	108.00	6.00
COMMUNITY DEVELOPMENT	43.00	46.00	45.00	(1.00)
PARKS & RECREATION DEPARTMENT	54.50	57.00	61.00	4.00
PUBLIC SAFETY				
Fire Department	86.00	86.00	92.00	6.00
Police Department	189.00	189.00	188.00	(1.00)
SUBTOTAL PUBLIC SAFETY	275.00	275.00	280.00	5.00
PUBLIC WORKS	84.00	88.75	89.75	1.00
VENTURA WATER	105.00	110.00	114.00	4.00
TOTAL CITYWIDE FTES*	649.50	678.75	697.75	19.00

*The "Authorized Positions by Department" schedule outlines all variances



AUTHORIZED POSITIONS BY DEPARTMENT

POSITION NAME	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE
CITY ATTORNEY DEPARTMENT				
Administrative Assistant	1	1	1	0
Assistant City Attorney II ¹	3	3	4	1
City Attorney	1	1	1	0
Legal Litigation Assistant	1	1	1	0
Paralegal	1	1	1	0
Senior Assistant City Attorney	2	2	2	0
CITY ATTORNEY DEPARTMENT TOTAL	9	9	10	1
CITY MANAGER DEPARTMENT				
Assistant City Clerk ¹	1	1	2	1
Assistant City Manager	1	1	1	0
City Clerk	1	1	1	0
City Manager	1	1	1	0
Communications Manager	1	0	0	0
Communications Manager/Public Information Officer	0	1	1	0
Community Outreach Specialist	2	2	2	0
Deputy City Clerk	1	1	1	0
Deputy City Manager	1	1	1	0
Economic Development Manager	1	1	1	0
Emergency Services Manager ²	1	1	0	-1
Environmental Services Specialist	1	0	0	0
Executive Assistant	1	1	1	0
Management Analyst II	1	1	1	0
Safe and Clean Program Manager ³	1	1	0	-1
Senior Community Outreach Specialist ⁴	1	1	2	1
Senior Management Analyst (CM Office)	1	1	1	0
VenturaWaterPure Program Director	0	1	1	0
VenturaWaterPure-Management Technician II ⁴	0	0	1	1
VenturaWaterPure- Principal Civil Engineer ⁴	0	0	1	1
VenturaWaterPure-Secretary	0	1	1	0
VenturaWaterPure-Senior Management Analyst	0	1	1	0
VenturaWaterPure-Civil Engineer	0	1	1	0
VenturaWaterPure-To Be Determined ⁴	0	5	1	-4
CITY MANAGER DEPARTMENT TOTAL	17	25	23	-2
COMMUNITY DEVELOPMENT DEPARTMENT				
Administrative Assistant	1	1	1	0
Assistant Community Development Director	1	1	1	0
Associate Planner ⁵	7	7	4	-3
Building Inspection Supervisor	1	1	1	0
Chief Building Official	1	1	1	0
Code Enforcement Manager ⁶	1	1	0	-1
Code Enforcement Supervisor	1	1	1	0
Community Development Director	1	1	1	0
Construction Permits Supervisor	1	0	0	0

AUTHORIZED POSITIONS BY DEPARTMENT (CONTINUED)

POSITION NAME	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE
Construction Services Supervisor	1	0	0	0
Construction Services Technician II	3	0	0	0
Housing Services Manager ³	0	0	1	1
Management Analyst II ⁵	2	2	3	1
Permit Services and Enforcement Manager ⁶	0	0	1	1
Permit Services Supervisor	0	1	1	0
Permit Services Technician II ⁵	0	5	6	1
Plan Review Supervisor	0	1	1	0
Planning Manager	1	1	1	0
Preservation Services Technician	1	1	1	0
Principal Planner	1	2	2	0
Safe and Clean Program Manager	0	0	0	0
Secretary ⁷	4	4	3	-1
Senior Building Inspector	4	4	4	0
Senior Code/Fire Inspector ⁸	4	4	3	-1
Senior Construction Services Technician	1	0	0	0
Senior Management Analyst ^{1,9}	0	0	2	2
Senior Office Assistant ⁹	1	1	0	-1
Senior Permit Services Technician	0	1	1	0
Senior Planner	4	4	4	0
Senior Plans Examiner	1	1	1	0
COMMUNITY DEVELOPMENT DEPARTMENT TOTAL	43	46	45	-1
FINANCE DEPARTMENT				
Accountant II	4	5	5	0
Accounting Manager	1	1	1	0
Accounting Technician	2	2	2	0
Administrative Assistant	1	1	1	0
Assistant Chief Financial Officer ¹⁰	0	0	1	1
Assistant Finance Director	1	0	0	0
Assistant Finance Director/Treasurer ¹⁰	0	1	0	-1
Business Tax Assistant ¹¹	3	3	2	-1
Chief Financial Officer ¹²	0	0	1	1
Chief Information Technology Officer	0	0	0	0
Digital Publishing Specialist II	2	2	2	0
Digital Publishing Supervisor	1	1	1	0
Enterprise Applications Analyst ¹³	1	1	0	-1
Enterprise Systems Development Supervisor ^{13,14}	1	1	0	-1
Finance and Technology Director ¹²	1	1	0	-1
Financial Analyst II	0	1	1	0
Financial Services Manager	1	1	1	0
Geographic Information Systems Coordinator ^{13,15}	1	1	0	-1
Information Technology Director ^{13,16}	0	1	0	-1
Information Technology Manager ^{13,17}	1	1	0	-1
Information Technology Operations Supervisor ¹³	1	1	0	-1

AUTHORIZED POSITIONS BY DEPARTMENT (CONTINUED)

POSITION NAME	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE
Information Technology Project Manager ¹³	1	1	0	-1
Management Analyst II ^{11,13}	2	1	1	0
Network Administrator ¹³	1	1	0	-1
Office Assistant II	1	1	1	0
Purchasing Supervisor	1	1	1	0
Senior Accountant	2	2	2	0
Senior Accounting Assistant	6	6	6	0
Senior Buyer	1	1	1	0
Senior Engineering Technician ^{13,19}	0	1	0	-1
Senior Financial Analyst ¹	2	2	3	1
Systems Analyst II ¹³	4	4	0	-4
Systems Specialist ¹³	1	1	0	-1
Systems Support Analyst II ¹³	1	1	0	-1
System Support Supervisor ¹³	0	0	0	0
Systems Support Technician II ^{13,20}	4	4	0	-4
Telecommunications Specialist ¹³	1	1	0	-1
Treasury Manager	1	1	1	0
TBD Help Desk Employee ^{13,18}	0	1	0	-1
TBD Business Innovation Employee ^{13,21}	0	2	0	-2
FINANCE AND TECHNOLOGY DEPARTMENT TOTAL	51	57	34	-23
FIRE DEPARTMENT				
Administrative Assistant	1	1	1	0
Assistant Fire Chief	1	1	1	0
Emergency Medical Svcs. Coordinator	1	1	1	0
Fire Battalion Chief	4	4	4	0
Fire Captain ¹	22	22	23	1
Fire Chief	1	1	1	0
Fire Engineer ¹	22	22	23	1
Fire Marshal	1	1	1	0
Fire Prevention Specialist	1	1	1	0
Fire Prevention Supervisor	1	1	1	0
Firefighter	1	0	0	0
Firefighter-Paramedic ¹	24	25	27	2
Hazardous Materials Specialist	2	2	2	0
Management Analyst II	1	1	1	0
Preservation Services Technician	1	0	0	0
Secretary	1	1	1	0
Senior Code/Fire Inspector ¹	1	2	4	2
FIRE DEPARTMENT TOTAL	86	86	92	6
HUMAN RESOURCES DEPARTMENT				
Administrative Assistant	1	1	1	0
Assistant Human Resources Director	1	1	1	0
Human Resources Analyst II ^{1,22}	1	1	3	2
Human Resources Director	1	1	1	0

AUTHORIZED POSITIONS BY DEPARTMENT (CONTINUED)

POSITION NAME	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE
Human Resources Technician II ^{1,22}	4	4	4	0
Principal Human Resources Analyst	2	2	2	0
Risk Manager	1	1	1	0
HUMAN RESOURCES DEPARTMENT TOTAL	11	11	13	2
INFORMATION TECHNOLOGY DEPARTMENT				
Administrative Assistant ¹	0	0	1	1
Business Applications Manager ^{13,17}	0	0	1	1
Business Intelligence Supervisor ^{13,15}	0	0	1	1
Business Process Analyst II ^{13,21}	0	0	1	1
Business Systems Supervisor ^{13,14}	0	0	1	1
Chief Technology Officer ^{13,16}	0	0	1	1
Enterprise Applications Analyst ¹³	0	0	1	1
Information Technology Customer Support Supervisor ^{13,19}	0	0	1	1
Information Technology Customer Support Technician II ^{13,20}	0	0	4	4
Information Technology Infrastructure Manager ^{13,21}	0	0	1	1
Information Technology Operations Supervisor ¹³	0	0	1	1
Information Technology Project Manager ¹³	0	0	1	1
Management Analyst II ¹³	0	0	1	1
Network Administrator ^{13,18}	0	0	2	2
Systems Analyst II ^{1,13}	0	0	7	7
Systems Specialist ¹³	0	0	1	1
Systems Support Analyst II ¹³	0	0	1	1
Telecommunications Specialist ¹³	0	0	1	1
INFORMATION TECHNOLOGY DEPARTMENT TOTAL	0	0	28	28
PARKS & RECREATION DEPARTMENT				
Administrative Assistant	1	1	1	0
Aquatic Facility Operator	1	1	1	0
Aquatics Coordinator	1	1	1	0
Aquatics Supervisor	1	1	1	0
Community Outreach Specialist	0	0	0	0
Facilities Maintenance Worker II	2	3	3	0
Graphics Specialist II	1	1	1	0
Graphics Supervisor	1	1	1	0
Groundskeeper II	6	6	6	0
Irrigation Maintenance Worker II	1	1	1	0
Landscape Inspector	0	1	1	0
Maintenance Worker II ^{1,23}	0	0	3	3
Management Analyst II	1.5	1	1	0
Office Assistant II	1	1	1	0
Park Maintenance Leadworker	2	2	2	0
Parks and Recreation Director	1	1	1	0
Parks Manager	1	1	1	0

AUTHORIZED POSITIONS BY DEPARTMENT (CONTINUED)

POSITION NAME	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE
Parks Supervisor ¹	3	3	4	1
Parks, Recreation and Community Partnerships Director	0	0	0	0
Recreation and Community Partnerships Coordinator	10	0	0	0
Recreation and Community Partnerships Manager	3	0	0	0
Recreation and Community Partnerships Supervisor	4	0	0	0
Recreation Coordinator	0	11	11	0
Recreation Manager	0	3	3	0
Recreation Supervisor	0	4	4	0
Safe and Clean Groundskeeper	4	4	4	0
Secretary	1	1	1	0
Senior Landscape Inspector	1	1	1	0
Senior Office Assistant	2	2	2	0
Tree Coordinator	1	1	1	0
Tree Maintenance Leadworker	1	1	1	0
Tree Maintenance Worker II	3	3	3	0
PARKS & RECREATION DEPARTMENT TOTAL	54.5	57	61	4
POLICE DEPARTMENT				
Accounting Technician	0	0	0	0
Administrative Assistant	1	1	1	0
Assistant Police Chief	2	2	2	0
Business Services Officer	1	1	1	0
Community Outreach Specialist	0	0	0	0
Crime Analyst	1	1	1	0
Criminal Investigative Technician II ¹	5	5	8	3
Dispatcher Training Coordinator	1	1	1	0
Emergency Services Manager ²	0	0	1	1
Evidence Technician	2	2	2	0
Management Technician II	1	1	1	0
Police Chief	1	1	1	0
Police Commander	5	5	5	0
Police Corporal ⁸	19	19	18	-1
Police Officer ⁸	101	101	97	-4
Police Records Manager	1	1	1	0
Police Records Specialist II	6	6	6	0
Police Records Supervisor	0	1	1	0
Police Sergeant	15	15	15	0
Public Safety Dispatcher	14	14	14	0
Secretary	2	2	2	0
Senior Community Outreach Specialist	0	0	0	0
Senior Police Records Specialist	2	1	1	0
Senior Police Services Officer	7	7	7	0
Senior Public Safety Dispatcher	2	2	2	0
POLICE DEPARTMENT TOTAL	189	189	188	-1

AUTHORIZED POSITIONS BY DEPARTMENT (CONTINUED)

POSITION NAME	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE
PUBLIC WORKS DEPARTMENT				
Accounting Technician	1	1	1	0
Administrative Assistant	1	1	1	0
Assistant Public Works Director/City Engineer ²⁴	0	0	1	1
Civil Engineer ^{1,5}	12	12	14	2
Community Outreach Specialist	0	0	0	0
Deputy Public Works Director	1	1	1	0
Environmental Compliance Supervisor ²⁵	0	0	1	1
Environmental Services Manager	1	1	1	0
Environmental Services Specialist	2	3	3	0
Environmental Services Supervisor ²⁵	2	2	1	-1
Equipment Mechanic II	6	6	6	0
Equipment Operator	4	4	4	0
Facilities Maintenance Leadworker	1	1	1	0
Facilities Maintenance Supervisor	1	1	1	0
Facilities Maintenance Worker II	3	4	4	0
Fleet and Facilities Manager	1	1	1	0
Fleet and Facilities Project Supervisor	1	1	1	0
Fleet Services Supervisor	1	1	1	0
Maintenance Worker II ^{23,26}	3	3	2	-1
Management Analyst II ¹	1	1	2	1
Management Technician II	4	4	4	0
Parking Meter Maintenance Worker	0	0.75	0.75	0
Principal Civil Engineer ²⁴	3	3	2	-1
Property Management Specialist	1	1	1	0
Public Works Director	1	1	1	0
Public Works Supervisor	2	2	2	0
Secretary	2	2	2	0
Senior Civil Engineer	5	5	5	0
Senior Construction Inspector	4	4	4	0
Senior Engineering Technician	6	7	7	0
Senior Environ Compliance Inspector	1	1	1	0
Senior Equipment Mechanic	1	1	1	0
Senior Management Analyst	1	1	1	0
Sign Maintenance Worker	2	2	2	0
Street Maintenance Leadworker	3	3	3	0
Survey Specialist	0	0	0	0
Surveyor	1	1	1	0
Traffic Operations Supervisor	1	1	1	0
Traffic Signal Leadworker ²⁷	0	0	1	1
Traffic Signal Technician II ²⁷	3	3	2	-1
Active Transportation Specialist	1	1	1	0
Transit Maintenance Worker ²⁶	0	1	0	-1
PUBLIC WORKS DEPARTMENT TOTAL	84	88.75	89.75	1

AUTHORIZED POSITIONS BY DEPARTMENT (CONTINUED)

POSITION NAME	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE
VENTURA WATER				
Accounting Assistant ³⁴	0	1	0	-1
Administrative Assistant	1	1	1	0
Assistant Engineer-Ventura WaterPure	0	0	0	0
Assistant General Manager-Water	2	2	2	0
Civil Engineer	1	1	1	0
Construction Inspector-Ventura WaterPure	0	0	0	0
Customer Service Representative	0	0	0	0
Electrical-Mechanical Leadworker	1	1	1	0
Electrical-Mechanical Maint. Worker	5	5	5	0
Engineering Technician-Ventura WaterPure	0	0	0	0
Environmental Biologist	1	1	1	0
Environmental Compliance Supervisor	1	1	1	0
Environmental Services Specialist	2	1	1	0
Financial Analyst II	0	0	0	0
Instrumentation and Electrical Tech	3	3	3	0
Laboratory Analyst II	5	5	5	0
Laboratory Assistant	1	1	1	0
Laboratory Supervisor	1	1	1	0
Lead Plant Operator IV	6	6	6	0
Lead Water Distribution Operator IV	4	4	4	0
Management Analyst II ²⁸	4	4	3	-1
Office Assistant II	0	1	1	0
Plant Operator Grade IV ¹	15	15	16	1
Principal Civil Engineer	1	1	1	0
SCADA/Instrumentation & Systems Supervisor	1	1	1	0
Secretary	3	3	3	0
Senior Accounting Assistant ^{29,30,34}	3	3	4	1
Senior Civil Engineer ³⁰	1	1	0	-1
Senior Engineering Technician	1	1	1	0
Senior Environ Compliance Inspector	2	2	2	0
Senior Laboratory Analyst	1	1	1	0
Senior Management Analyst	0	1	1	0
Senior Office Assistant	1	1	1	0
Utilities Mechanic II	7	7	7	0
Utilities Service Leadworker	1	1	1	0
Utilities Service Representative ³⁰	2	2	3	1
Utility Asset Management System Specialist	1	1	1	0
Utility Billing Manager ²⁹	0	0	1	1
Utility Billing Supervisor	1	1	1	0
Ventura Water General Manager	1	1	1	0
Wastewater Collection Systems Supervisor ³¹	0	0	1	1
Wastewater Collection Utility Leadworker III	1	1	1	0
Wastewater Collection Utility Worker III ^{1,31}	6	6	6	0
Wastewater Maintenance Supervisor	1	1	1	0

AUTHORIZED POSITIONS BY DEPARTMENT (CONTINUED)

POSITION NAME	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	FY 2022-23 ADOPTED	VARIANCE
Wastewater Plant Supervisor	1	1	1	0
Wastewater Utility Manager	1	1	1	0
Water Distribution Manager ⁴	0	0	1	1
Water Distribution Operator III	12	12	12	0
Water Distribution Supervisor	1	1	1	0
Water Production Leadworker	1	1	1	0
Water Production Supervisor	0	1	1	0
Water Quality Specialist ²⁸	0	0	1	1
Water Treatment Supervisor ³²	0	0	1	1
Water Treatment/Production Manager ³³	0	0	1	1
Water Treatment/Production Supervisor ³²	1	1	0	-1
Water Utility Manager ³³	1	1	0	-1
Welder-Fabricator	1	1	1	0
Undetermined Position Eliminations	-2	0	0	0
VENTURA WATER TOTAL	105	110	114	4
GRAND TOTAL	649.5	678.75	697.75	19

NOTES

- 1 New position
- 2 Emergency Services Manager moved to Police Department in FY 2022-23
- 3 Safe and Clean Program Manager moved to Community Development and reclassified to Housing Services Manager in FY 2022-23
- 4 Four (4.0) FTEs reallocated as follows: 1 FTE to Management Technician II; 1 FTE to Principal Civil Engineer; 1 FTE to Senior Community Outreach Specialist; 1 FTE to Water Distribution Manager within Ventura Water
- 5 Three (3.0) Associate Planners reallocated as follows: 1 FTE to Management Analyst II; 1 FTE to Permit Services Technician; 1 FTE to Civil Engineer within Public Works
- 6 One Code Enforcement Manager reallocated to Permit Services and Enforcement Manager
- 7 Position Eliminated
- 8 Frozen Position Eliminated
- 9 One Senior Office Assistant reallocated to Senior Management Analyst
- 10 Assistant Finance Director/Treasurer reclassified to Assistant Chief Financial Officer
- 11 One Business Tax Assistant reallocated to Management Analyst II
- 12 Finance and Technology Director reclassified to Chief Financial Officer
- 13 Finance and Technology Department split into two distinct departments: Finance and Information Technology. Position moved from Finance and Technology to Information Technology in FY 2022-23
- 14 Enterprise Systems Development Supervisor reclassified to Business Systems Supervisor
- 15 Geographic Information Systems Coordinator reallocated to Business Intelligence Supervisor
- 16 Information Technology Director reclassified to Chief Technology Officer
- 17 Information Technology Manager reallocated to Business Applications Manager
- 18 TBD position from FY 2021-22 reallocated to Network Administrator in FY 2022-23
- 19 One Senior Engineering Technician reallocated to Information Technology Customer Support Supervisor
- 20 Systems Support Technician II reclassified to Information Technology Customer Support Technician I/II
- 21 TBD positions from FY 2021-22 reallocated to Business Process Analyst and Information Technology Infrastructure Manager in FY 2022-23
- 22 Human Resources Technician I/II reallocated to Human Resources Analyst II
- 23 Two (2) Maintenance Workers moved from Public Works to Parks and Recreation to support Beautify and Maintain (BAM) program
- 24 Principal Civil Engineer reallocated to Assistant Public Works Director/City Engineer
- 25 Environmental Services Supervisor reallocated to Environmental Compliance Supervisor

AUTHORIZED POSITIONS BY DEPARTMENT (CONTINUED)

NOTES

- 26 Transit Maintenance Worker reallocated to Maintenance Worker II
- 27 Traffic Signal Technician II reallocated to Traffic Signal Leadworker
- 28 Management Analyst reallocated to Water Quality Specialist
- 29 Senior Accounting Assistant reallocated to Utility Billing Manager
- 30 Senior Civil Engineer reallocated to create two new FTEs - one Senior Accounting Assistant and one Utilities Service Representative
- 31 One Wastewater Collection Utility Worker III reallocated to Wastewater Collection Systems Supervisor
- 32 Water Treatment/Production Supervisor reclassified to Water Treatment Supervisor
- 33 Water Utility Manager reclassified to Water Treatment/Production Manager
- 34 Accounting Assistant reallocated to Senior Accounting Assistant in FY 2022-23

JOB CLASS SALARY TABLE

CLASS	CLASS TITLE	SALARY GRADE	HOURLY MIN	HOURLY MAX	MONTHLY MIN	MONTHLY MAX	BARGAINING UNIT
A00	Maintenance Trainee	X010	15.87	19.36	0.00	0.00	X
A01	Maintenance Worker I	226	19.05	23.15	3,301.15	4,012.56	A
A02	Maintenance Worker II	252	21.68	26.35	3,758.20	4,568.10	A
A03	Wastewater Collection Utility Worker I	277	24.56	29.85	4,257.24	5,174.76	A
A04	Wastewater Collection Utility Worker II	292	26.47	32.17	4,587.94	5,576.71	A
A05	Safe and Clean Groundskeeper	202	16.90	20.54	2,928.61	3,559.78	A
A06	Wastewater Collection Utility Worker III	303	27.96	33.99	4,846.68	5,891.20	A
A07	Parking Meter Maintenance Worker	226	19.05	23.15	3,301.15	4,012.56	A
A08	Equipment Operator	262	22.79	27.70	3,950.37	4,801.73	A
A12	Utilities Service Representative	262	22.79	27.70	3,950.37	4,801.73	A
A16	Traffic Signal Technician I	309	28.81	35.02	4,993.91	6,070.15	A
A18	Traffic Signal Technician II	329	31.83	38.69	5,517.89	6,706.94	A
A19	Sign Maintenance Worker	262	22.79	27.70	3,950.37	4,801.73	A
A20	Traffic Signal Leadworker	340	33.63	40.88	5,829.08	7,085.29	A
A23	Electrical-Mechanical Maint. Worker	321	30.59	37.18	5,302.04	6,444.72	A
A27	Laboratory Assistant	255	22.01	26.75	3,814.86	4,637.00	A
A28	Laboratory Analyst I	314	29.54	35.90	5,120.08	6,223.50	A
A29	Laboratory Analyst II	334	32.64	39.67	5,657.22	6,876.43	A
A30	Equipment Mechanic I	279	24.81	30.15	4,299.93	5,226.61	A
A32	Equipment Mechanic II	299	27.41	33.32	4,750.98	5,774.86	A
A33	Senior Equipment Mechanic	319	30.29	36.81	5,249.43	6,380.69	A
A34	Senior Laboratory Analyst	354	36.06	43.83	6,250.57	7,597.65	A
A36	Tree Maintenance Worker I	238	20.22	24.58	3,504.75	4,260.08	A
A37	Tree Maintenance Worker II	257	22.23	27.02	3,853.06	4,683.50	A
A40	Groundskeeper I	202	16.90	20.54	2,928.61	3,559.78	A
A41	Groundskeeper II	238	20.22	24.58	3,504.75	4,260.08	A
A47	Irrigation Maintenance Worker II	269	23.60	28.69	4,090.70	4,972.27	A
A48	Welder-Fabricator	293	26.60	32.33	4,610.91	5,604.58	A
A50	Plant Operator-in-Training	252	21.68	26.35	3,758.20	4,568.10	A
A51	Plant Operator Grade I	317	29.98	36.45	5,197.31	6,317.34	A
A52	Plant Operator Grade II	326	31.36	38.12	5,435.91	6,607.36	A
A53	Plant Operator Grade III	345	34.48	41.91	5,976.22	7,264.16	A
A54	Plant Operator Grade IV	355	36.24	44.05	6,281.84	7,635.65	A
A59	Utilities Service Leadworker	281	25.06	30.46	4,343.02	5,278.97	A
A60	Street Maintenance Leadworker	281	25.06	30.46	4,343.02	5,278.97	A
A62	Water Production Leadworker	340	33.63	40.88	5,829.08	7,085.29	A
A63	Lead Water Distribution Operator III	340	33.63	40.88	5,829.08	7,085.29	A
A64	Lead Plant Operator III	364	37.91	46.07	6,570.25	7,986.23	A
A65	Wastewater Collection Utility Leadworker II	321	30.59	37.18	5,302.04	6,444.72	A
A66	Electrical-Mechanical Leadworker	340	33.63	40.88	5,829.08	7,085.29	A
A67	Utilities Mechanic I	283	25.31	30.76	4,386.55	5,331.94	A
A68	Utilities Mechanic II	303	27.96	33.99	4,846.68	5,891.20	A
A69	Lead Water Distribution Operator IV	351	35.53	43.18	6,157.79	7,484.83	A

JOB CLASS SALARY TABLE (CONTINUED)

CLASS	CLASS TITLE	SALARY GRADE	HOURLY MIN	HOURLY MAX	MONTHLY MIN	MONTHLY MAX	BARGAINING UNIT
A70	Wastewater Collection Utility Leadworker III	332	32.31	39.28	5,601.06	6,808.17	A
A71	Tree Maintenance Leadworker	276	24.44	29.71	4,236.08	5,148.97	A
A72	Park Maintenance Leadworker	272	23.96	29.12	4,152.32	5,047.24	A
A73	Lead Plant Operator IV	374	39.84	48.43	6,906.33	8,394.64	A
A81	Instrumentation and Electrical Tech	339	33.46	40.67	5,800.05	7,050.04	A
A82	Facilities Maintenance Worker I	244	20.83	25.32	3,611.21	4,389.44	A
A83	Facilities Maintenance Worker II	263	22.90	27.84	3,970.08	4,825.74	A
A84	Facilities Maintenance Leadworker	283	25.31	30.76	4,386.55	5,331.94	A
A85	Water Distribution Operator I	277	24.56	29.85	4,257.24	5,174.76	A
A86	Water Distribution Operator II	292	26.47	32.17	4,587.94	5,576.71	A
A87	Aquatic Facility Operator	300	27.55	33.48	4,774.74	5,803.70	A
A88	Water Distribution Operator III	303	27.96	33.99	4,846.68	5,891.20	A
B02	Office Assistant I	205	18.01	21.89	3,121.40	3,794.09	G
B03	Office Assistant II	224	19.80	24.07	3,431.81	4,171.39	G
B04	Senior Office Assistant	243	21.77	26.46	3,772.91	4,586.05	G
B05	Secretary	262	23.93	29.09	4,147.88	5,041.82	G
B09	Police Records Specialist I	207	18.19	22.11	3,152.79	3,832.19	G
B10	Accounting Assistant	255	23.11	28.09	4,005.59	4,868.85	G
B11	Senior Accounting Assistant	274	25.41	30.88	4,403.71	5,352.76	G
B12	Police Records Specialist II	226	20.00	24.31	3,466.22	4,213.20	G
B13	Senior Police Records Specialist	245	21.99	26.72	3,810.73	4,631.95	G
B32	Business Tax Assistant	274	25.41	30.88	4,403.71	5,352.76	G
C03	Executive Assistant	C020	34.76	42.25	6,025.88	7,322.97	C
C04	Deputy City Clerk	C012	28.53	34.68	4,945.70	6,010.33	C
C05	Administrative Assistant	C012	28.53	34.68	4,945.70	6,010.33	C
C11	Human Resources Assistant	C001	21.75	26.43	3,769.32	4,580.73	C
C13	Human Resources Technician I	C009	26.50	32.20	4,592.59	5,581.18	C
C14	Human Resources Technician II	C013	29.25	35.54	5,069.36	6,160.60	C
C16	Legal Litigation Assistant	C014	29.98	36.43	5,196.05	6,314.60	C
C18	Paralegal	C020	34.76	42.25	6,025.88	7,322.97	C
E01	City Manager	E013	134.66	134.66	23,341.19	23,341.19	E
E03	City Attorney	E011	82.60	114.99	14,318.13	19,932.38	E
E05	Community Development Director	E004	77.45	103.79	13,425.15	17,989.82	E
E06	Fire Chief	E008	87.15	116.78	15,105.20	20,241.14	E
E07	Police Chief	E012	96.19	128.90	16,673.28	22,342.39	E
E08	Public Works Director	E004	77.45	103.79	13,425.15	17,989.82	E
E09	Ventura Water General Manager	E004	77.45	103.79	13,425.15	17,989.82	E
E10	Deputy City Manager	M856	67.88	90.96	11,765.66	15,766.14	E
E11	Assistant City Manager	E006	81.37	109.04	14,104.77	18,900.56	E
E13	Human Resources Director	E001	71.92	96.38	12,466.57	16,705.33	E
E16	Finance and Technology Director	E004	77.45	103.79	13,425.15	17,989.82	E
E17	City Clerk	M849	57.10	76.52	9,898.03	13,263.55	E
E18	Parks and Recreation Director	E003	75.56	101.26	13,097.67	17,551.04	E

JOB CLASS SALARY TABLE (CONTINUED)

CLASS	CLASS TITLE	SALARY GRADE	HOURLY MIN	HOURLY MAX	MONTHLY MIN	MONTHLY MAX	BARGAINING UNIT
E19	Chief Technology Officer	E001	71.92	96.38	12,466.57	16,705.33	E
E20	Chief Financial Officer	E004	77.45	103.79	13,425.15	17,989.82	E
F00	Firefighter-Paramedic Trainee	F03	24.52	29.81	5,950.41	7,232.73	F56
F01	Firefighter	F02	22.24	28.39	5,397.22	6,888.38	F56
F02	Fire Engineer	F05	27.03	34.50	6,560.35	8,372.80	F56
F03	Fire Captain	F06	31.30	39.94	7,594.35	9,692.59	F56
F04	Firefighter-Paramedic	F04	25.75	32.86	6,247.94	7,974.10	F56
F05	Firefighter Trainee	F01	21.18	25.75	5,140.17	6,247.94	F56
G09	Engineering Technician	290	27.52	33.45	4,769.56	5,797.41	G
G10	Engineering Aide	X015	16.26	19.11	0.00	0.00	X
G11	Senior Engineering Technician	309	30.25	36.77	5,243.61	6,373.66	G
G13	Planning Technician	300	28.92	35.16	5,013.48	6,093.88	G
G21	Planning Assistant	281	26.31	31.98	4,560.17	5,542.92	G
G31	Preservation Services Assistant	281	26.31	31.98	4,560.17	5,542.92	G
G32	Preservation Services Technician	300	28.92	35.16	5,013.48	6,093.88	G
G35	Survey Specialist	328	33.26	40.43	5,764.96	7,007.36	G
G36	Accounting Technician	301	29.07	35.33	5,038.51	6,124.39	G
G38	Criminal Investigative Technician II	305	29.65	36.04	5,140.08	6,247.77	G
G39	Criminal Investigative Technician I	277	25.79	31.35	4,470.11	5,433.50	G
G41	Graphics Specialist I	270	24.90	30.27	4,316.71	5,247.01	G
G42	Graphics Specialist II	289	27.38	33.28	4,745.80	5,768.50	G
G44	Management Technician I	281	26.31	31.98	4,560.17	5,542.92	G
G45	Management Technician II	301	29.07	35.33	5,038.51	6,124.39	G
G46	Permit Services Technician I	300	28.92	35.16	5,013.48	6,093.88	G
G47	Permit Services Technician II	315	31.17	37.89	5,402.99	6,567.34	G
G48	Senior Permit Services Technician	334	34.27	41.66	5,940.08	7,220.25	G
G49	Information Technology Customer Support Technician I	270	24.90	30.27	4,316.71	5,247.01	G
G50	Information Technology Customer Support Technician II	289	27.38	33.28	4,745.80	5,768.50	G
J01	Tree Coordinator	309	30.25	36.77	5,243.61	6,373.66	G
J02	Landscape Inspector	309	30.25	36.77	5,243.61	6,373.66	G
J04	Fire Prevention Specialist	338	34.96	42.49	6,059.80	7,365.75	G
J05	Building Inspector	309	30.25	36.77	5,243.61	6,373.66	G
J06	Senior Building Inspector	328	33.26	40.43	5,764.96	7,007.36	G
J11	Construction Inspector	309	30.25	36.77	5,243.61	6,373.66	G
J12	Environmental Compliance Inspector	309	30.25	36.77	5,243.61	6,373.66	G
J13	Senior Environ Compliance Inspector	328	33.26	40.43	5,764.96	7,007.36	G
J16	Electrical Inspector	338	34.96	42.49	6,059.80	7,365.75	G
J17	Plumbing/Mechanical Inspector	338	34.96	42.49	6,059.80	7,365.75	G
J20	Senior Construction Inspector	328	33.26	40.43	5,764.96	7,007.36	G
J25	Code/Fire Inspector	309	30.25	36.77	5,243.61	6,373.66	G
J26	Senior Code/Fire Inspector	328	33.26	40.43	5,764.96	7,007.36	G
J28	Senior Landscape Inspector	328	33.26	40.43	5,764.96	7,007.36	G
J29	Hazardous Materials Specialist	338	34.96	42.49	6,059.80	7,365.75	G

JOB CLASS SALARY TABLE (CONTINUED)

CLASS	CLASS TITLE	SALARY GRADE	HOURLY MIN	HOURLY MAX	MONTHLY MIN	MONTHLY MAX	BARGAINING UNIT
K09	Evidence Technician	303	29.36	35.69	5,089.01	6,185.76	G
K10	Police Services Officer	264	24.17	29.38	4,189.48	5,092.43	G
K11	Digital Publishing Specialist I	235	20.92	25.42	3,625.37	4,406.67	G
K12	Digital Publishing Specialist II	255	23.11	28.09	4,005.59	4,868.85	G
K14	Senior Police Services Officer	284	26.71	32.46	4,628.88	5,626.45	G
K15	Police Cadet	X005	15.00	17.50	0.00	0.00	X
K19	Police Officer Trainee	D001	37.17	37.17	6,442.82	6,442.82	D
K20	Senior Public Safety Dispatcher	334	34.27	41.66	5,940.08	7,220.25	G
K21	Dispatcher Training Coordinator	324	32.60	39.63	5,651.12	6,868.89	G
K22	Public Safety Call Taker	266	24.41	29.67	4,231.55	5,143.42	G
K23	Public Safety Dispatcher	305	29.65	36.04	5,140.08	6,247.77	G
K24	Public Safety Dispatcher Trainee	286	26.97	32.79	4,675.29	5,682.89	G
K25	Office Aide	X005	15.00	17.50	0.00	0.00	X
K31	Ambassador I	X005	15.00	17.50	0.00	0.00	X
K33	Recreation Coordinator	300	28.92	35.16	5,013.48	6,093.88	G
K34	Ambassador II	X010	15.87	19.36	0.00	0.00	X
K35	Aquatics Coordinator	300	28.92	35.16	5,013.48	6,093.88	G
K50	Management Intern	X019	17.00	21.00	0.00	0.00	X
K54	Administrative Aide	X005	15.00	17.50	0.00	0.00	X
K60	Fire Cadet	X005	15.00	17.50	0.00	0.00	X
K61	Firefighter Recruit	D002	28.04	28.04	4,861.01	4,861.01	D
K62	Firefighter-Paramedic Recruit	D003	32.47	32.47	5,627.28	5,627.28	D
K63	Environmental Services Assistant	X015	16.26	19.11	0.00	0.00	X
K64	Environmental Services Coordinator	300	28.92	35.16	5,013.48	6,093.88	G
L01	Mayor	L001	0.00	0.00	0.00	700.00	L
L02	Councilmember	L000	0.00	0.00	0.00	600.00	L
M01	Assistant Human Resources Director	M851	60.00	80.39	10,399.19	13,934.93	M
M02	Assistant City Attorney II	M852	61.50	82.40	10,659.13	14,283.36	M
M04	Senior Assistant City Attorney	M858	71.32	95.56	12,361.39	16,564.25	M
M06	Planning Manager	M849	57.10	76.52	9,898.03	13,263.55	M
M07	Chief Building Official	M850	58.53	78.43	10,145.49	13,595.09	M
M08	Code Enforcement Manager	M840	45.73	61.27	7,925.70	10,620.48	M
M11	Assistant Fire Chief	B002	71.60	95.95	12,410.94	16,630.67	B40
M12	Assistant Police Chief	T002	75.01	100.52	13,002.27	17,423.03	T
M14	Assistant Community Development Director	M854	64.61	86.58	11,198.75	15,006.40	M
M15	Deputy Public Works Director	M854	64.61	86.58	11,198.75	15,006.40	M
M20	Water Utility Manager	M848	55.71	74.65	9,656.71	12,940.04	M
M21	Wastewater Utility Manager	M848	55.71	74.65	9,656.71	12,940.04	M
M22	Assistant General Manager-Water	M855	66.22	88.74	11,478.71	15,381.58	M
M28	Police Commander	T001	63.41	84.97	10,990.89	14,727.80	T
M33	Information Technology Manager	M854	64.61	86.58	11,198.75	15,006.40	M
M37	Assistant Chief Financial Officer	M854	64.61	86.58	11,198.75	15,006.40	M
M39	Economic Development Manager	M846	53.03	71.06	9,191.29	12,316.51	M

JOB CLASS SALARY TABLE (CONTINUED)

CLASS	CLASS TITLE	SALARY GRADE	HOURLY MIN	HOURLY MAX	MONTHLY MIN	MONTHLY MAX	BARGAINING UNIT
M40	Risk Manager	M843	49.24	65.98	8,535.05	11,437.12	M
M44	Assistant Finance Director	M854	64.61	86.58	11,198.75	15,006.40	M
M47	Parks Manager	M844	50.47	67.63	8,748.46	11,723.02	M
M48	Accounting Manager	M843	49.24	65.98	8,535.05	11,437.12	M
M49	Communications Manager	M846	53.03	71.06	9,191.29	12,316.51	M
M50	Police Records Manager	M836	41.42	55.51	7,180.21	9,621.63	M
M51	Treasury Manager	M843	49.24	65.98	8,535.05	11,437.12	M
M52	Emergency Services Manager	M843	49.24	65.98	8,535.05	11,437.12	M
M53	Information Technology Project Manager	S639	44.40	59.49	7,695.19	10,311.65	Q
M54	Recreation Manager	M844	50.47	67.63	8,748.46	11,723.02	M
M55	Communications Manager/Public Information Officer	M846	53.03	71.06	9,191.29	12,316.51	M
M56	VenturaWaterPure Program Director	M856	67.88	90.96	11,765.66	15,766.14	M
M57	Permit Services and Enforcement Manager	M847	54.35	72.83	9,421.15	12,624.39	M
M58	Assistant Public Works Director/City Engineer	M856	67.88	90.96	11,765.66	15,766.14	M
M59	Business Innovation Manager	M843	49.24	65.98	8,535.05	11,437.12	M
M60	Water Distribution Manager	M848	55.71	74.65	9,656.71	12,940.04	M
M61	Water Treatment/Production Manager	M848	55.71	74.65	9,656.71	12,940.04	M
M62	Housing Services Manager	M849	57.10	76.52	9,898.03	13,263.55	M
M66	Utility Billing Manager	M840	45.73	61.27	7,925.70	10,620.48	M
M67	Information Technology Infrastructure Manager	M847	54.35	72.83	9,421.15	12,624.39	M
M68	Assistant Chief Technology Officer	M854	64.61	86.58	11,198.75	15,006.40	M
N02	Assistant City Attorney I	M848	55.71	74.65	9,656.71	12,940.04	M
N10	Environmental Services Manager	M842	48.04	64.37	8,326.90	11,158.14	M
N25	Fleet and Facilities Manager	M844	50.47	67.63	8,748.46	11,723.02	M
N32	Fire Battalion Chief	B001	42.62	57.11	7,387.45	9,899.21	B56
P02	Police Officer	P01	39.40	47.90	6,829.87	8,301.82	P
P04	Police Corporal	P02	47.39	57.60	8,214.27	9,984.49	P
P07	Police Sergeant	P03	53.68	65.25	9,305.07	11,310.28	P
Q02	Financial Services Manager	S643	49.00	65.67	8,494.03	11,382.14	M
Q03	Building Inspection Supervisor	S630	35.55	47.64	6,161.76	8,256.80	S
Q04	Senior Accountant	S635	40.22	53.90	6,971.43	9,341.80	S
Q05	Senior Community Outreach Specialist	S634	39.24	52.58	6,801.37	9,113.94	Q
Q07	Systems Support Analyst I	S627	33.01	44.23	5,721.80	7,667.24	Q
Q08	Systems Support Analyst II	S631	36.44	48.83	6,315.78	8,463.26	Q
Q09	Property Management Specialist	S630	35.55	47.64	6,161.76	8,256.80	Q
Q12	Environmental Biologist	S628	33.84	45.34	5,864.84	7,858.95	Q
Q14	Business Process Analyst I	S631	36.44	48.83	6,315.78	8,463.26	Q
Q15	Business Process Analyst II	S635	40.22	53.90	6,971.43	9,341.80	Q
Q31	Utility Asset Management System Specialist	S631	36.44	48.83	6,315.78	8,463.26	Q
R21	Recreation Leader I	R005	15.00	17.50	0.00	0.00	R
R22	Recreation Leader II	R011	16.00	18.85	0.00	0.00	R
R23	Lifeguard I	R005	15.00	17.50	0.00	0.00	R
R24	Head Lifeguard	R013	17.50	20.25	0.00	0.00	R

JOB CLASS SALARY TABLE (CONTINUED)

CLASS	CLASS TITLE	SALARY GRADE	HOURLY MIN	HOURLY MAX	MONTHLY MIN	MONTHLY MAX	BARGAINING UNIT
R25	Lifeguard II-Swimming Instructor	R011	16.00	18.85	0.00	0.00	R
R32	Recreation/Interpret/Cultural Spec	R224	15.00	21.00	0.00	0.00	R
R36	Aquatics Specialist	R224	15.00	21.00	0.00	0.00	R
S01	Principal Civil Engineer	M851	60.00	80.39	10,399.19	13,934.93	M
S02	Senior Planner	S636	41.23	55.24	7,145.72	9,575.35	Q
S03	Plans Examiner	S630	35.55	47.64	6,161.76	8,256.80	Q
S05	Senior Financial Analyst	S639	44.40	59.49	7,695.19	10,311.65	Q
S06	Human Resources Analyst I	S628	33.84	45.34	5,864.84	7,858.95	C
S07	Systems Specialist	S639	44.40	59.49	7,695.19	10,311.65	S
S08	Senior Management Analyst	S635	40.22	53.90	6,971.43	9,341.80	S
S09	Management Analyst II	S631	36.44	48.83	6,315.78	8,463.26	S
S10	Associate Planner	S632	37.35	50.05	6,473.67	8,674.83	Q
S100	Wastewater Collection Systems Supervisor	S638	43.31	58.04	7,507.47	10,060.15	S
S101	Permit Services Supervisor	S643	49.00	65.67	8,494.03	11,382.14	S
S102	Plan Review Supervisor	S643	49.00	65.67	8,494.03	11,382.14	S
S11	Principal Planner	S640	45.51	60.98	7,887.55	10,569.40	S
S12	Associate Engineer	S636	41.23	55.24	7,145.72	9,575.35	S
S13	Active Transportation Specialist	S628	33.84	45.34	5,864.84	7,858.95	Q
S14	Systems Support Supervisor	S626	32.21	43.16	5,582.23	7,480.23	S
S17	Assistant Engineer	S632	37.35	50.05	6,473.67	8,674.83	S
S18	Assistant Planner	S628	33.84	45.34	5,864.84	7,858.95	Q
S20	Financial Analyst I	S631	36.44	48.83	6,315.78	8,463.26	Q
S21	Systems Analyst II	S635	40.22	53.90	6,971.43	9,341.80	Q
S22	Wastewater Maintenance Supervisor	S638	43.31	58.04	7,507.47	10,060.15	S
S23	Wastewater Plant Supervisor	S638	43.31	58.04	7,507.47	10,060.15	S
S24	Human Resources Analyst II	S632	37.35	50.05	6,473.67	8,674.83	C
S25	Laboratory Supervisor	S638	43.31	58.04	7,507.47	10,060.15	S
S26	Financial Analyst II	S635	40.22	53.90	6,971.43	9,341.80	Q
S27	Senior Plans Examiner	S634	39.24	52.58	6,801.37	9,113.94	Q
S29	Surveyor	S639	44.40	59.49	7,695.19	10,311.65	S
S30	Principal Human Resources Analyst	S638	43.31	58.04	7,507.47	10,060.15	M
S31	Water Production Supervisor	S638	43.31	58.04	7,507.47	10,060.15	S
S35	Traffic Operations Supervisor	S630	35.55	47.64	6,161.76	8,256.80	S
S36	Public Works Supervisor	S630	35.55	47.64	6,161.76	8,256.80	S
S37	Water Distribution Supervisor	S638	43.31	58.04	7,507.47	10,060.15	S
S38	SCADA/Instrumentation & Systems Supervisor	S634	39.24	52.58	6,801.37	9,113.94	S
S39	Water Treatment/Production Supervisor	S638	43.31	58.04	7,507.47	10,060.15	S
S40	Water Treatment Supervisor	S638	43.31	58.04	7,507.47	10,060.15	S
S41	Graphics Supervisor	S626	32.21	43.16	5,582.23	7,480.23	S
S42	Digital Publishing Supervisor	S621	28.46	38.14	4,933.90	6,611.44	S
S44	Purchasing Supervisor	S635	40.22	53.90	6,971.43	9,341.80	S
S45	Police Records Supervisor	S621	28.46	38.14	4,933.90	6,611.44	S
S47	Senior Buyer	S621	28.46	38.14	4,933.90	6,611.44	S

JOB CLASS SALARY TABLE (CONTINUED)

CLASS	CLASS TITLE	SALARY GRADE	HOURLY MIN	HOURLY MAX	MONTHLY MIN	MONTHLY MAX	BARGAINING UNIT
S49	Business Systems Supervisor	S643	49.00	65.67	8,494.03	11,382.14	S
S51	Code Enforcement Supervisor	S630	35.55	47.64	6,161.76	8,256.80	S
S53	Recreation Supervisor	S632	37.35	50.05	6,473.67	8,674.83	S
S54	Management Analyst I	S627	33.01	44.23	5,721.80	7,667.24	S
S55	Business Intelligence Supervisor	S639	44.40	59.49	7,695.19	10,311.65	S
S57	Crime Analyst	S626	32.21	43.16	5,582.23	7,480.23	Q
S63	Buyer	S617	25.79	34.56	4,469.89	5,989.67	Q
S65	Accountant I	S627	33.01	44.23	5,721.80	7,667.24	Q
S67	Accountant II	S631	36.44	48.83	6,315.78	8,463.26	Q
S70	Fleet Services Supervisor	S630	35.55	47.64	6,161.76	8,256.80	S
S71	Fleet and Facilities Project Supervisor	S630	35.55	47.64	6,161.76	8,256.80	S
S73	Geographic Information Systems Coordinator	S639	44.40	59.49	7,695.19	10,311.65	Q
S74	Community Outreach Specialist	S630	35.55	47.64	6,161.76	8,256.80	Q
S75	Environmental Services Specialist	S626	32.21	43.16	5,582.23	7,480.23	Q
S76	Parks Supervisor	S630	35.55	47.64	6,161.76	8,256.80	S
S77	Information Technology Operations Supervisor	S643	49.00	65.67	8,494.03	11,382.14	S
S78	Assistant City Clerk	S628	33.84	45.34	5,864.84	7,858.95	C
S79	Fire Prevention Supervisor	S632	37.35	50.05	6,473.67	8,674.83	S
S80	Aquatics Supervisor	S632	37.35	50.05	6,473.67	8,674.83	S
S81	Fire Marshal	M844	50.47	67.63	8,748.46	11,723.02	M
S82	Facilities Maintenance Supervisor	S630	35.55	47.64	6,161.76	8,256.80	S
S84	Utility Billing Supervisor	S631	36.44	48.83	6,315.78	8,463.26	S
S86	Telecommunications Specialist	S631	36.44	48.83	6,315.78	8,463.26	Q
S87	Systems Analyst I	S631	36.44	48.83	6,315.78	8,463.26	Q
S88	Environmental Services Supervisor	S632	37.35	50.05	6,473.67	8,674.83	S
S89	Business Services Officer	S637	42.26	56.62	7,324.37	9,814.77	S
S90	Emergency Medical Svcs. Coordinator	S637	42.26	56.62	7,324.37	9,814.77	Q
S91	Network Administrator	S639	44.40	59.49	7,695.19	10,311.65	S
S95	Environmental Compliance Supervisor	S636	41.23	55.24	7,145.72	9,575.35	S
S96	Enterprise Applications Analyst	S639	44.40	59.49	7,695.19	10,311.65	S
S97	Civil Engineer	S639	44.40	59.49	7,695.19	10,311.65	S
S98	Senior Civil Engineer	S643	49.00	65.67	8,494.03	11,382.14	S
S99	EMS Medical Director	X226	175.00	175.00	0.00	0.00	X
U08	Senior Management Analyst (CM Office)	S635	40.22	53.90	6,971.43	9,341.80	C
X10	Project Manager	X225	35.00	120.00	0.00	0.00	X

EMPLOYEE BENEFITS

The City of Ventura offers a generous benefit package to our at-will, regular, and probationary status employees. Benefits may differ by classification and union bargaining unit (Ventura Fire Management Association (VFMA), Ventura City Firefighters' Association (VCFA), Ventura Police Management Association (VPMA), Ventura Police Officers' Association (VPOA), Service Employees International Union (SEIU) and unrepresented employees).

INSURANCE

The City offers medical, dental, and life insurance plans for at-will, probationary, and regular status employees and their eligible dependents. The City makes contributions toward the cost of these plans, with employees picking up additional costs through payroll deductions. The City provides paid vision insurance coverage for at-will, probationary and regular status employees and their eligible dependents, and short and long-term disability benefits for some employee bargaining units.

RETIREMENT

At-will, probationary, and regular status employees are enrolled into membership with the California Public Employees' Retirement System (CalPERS). Extra-Help employees, who qualify for membership, are also enrolled in CalPERS. Extra help employees not enrolled in CalPERS are enrolled in a Part-Time, Temporary, Seasonal (PTS) 457(b) plan, which is funded by employee contributions. No Social Security is withheld from employee wages, but the City does withhold the required 1.45% Medicare tax. A 457(b) plan is offered to probationary and regular status employees, with the City making matching contributions on behalf of some employee bargaining units.

VACATION

At-will, probationary, and regular status employees in some employee bargaining units receive vacation hours that accrue semi-monthly. Accrual rates vary by bargaining unit. Regular, part-time employees earn at a rate proportionate to their regular work schedules.

SICK

At-will, probationary, and regular employees in some employee bargaining units receive sick leave that accrue semi-monthly. Accrual rates vary by bargaining unit. Regular, part-time employees earn at a rate proportionate to their regular work schedules. In accordance with California Labor Code Sections 245 through 249, extra-help employees are granted 24 hours of paid sick leave at the beginning each fiscal year.

HOLIDAY

At-will, probationary, and regular status employees earn ten regular City paid holidays and two optional holidays per calendar year. Regular part-time employees earn at a rate proportionate to their regular work hours. Employees hired after January 1st of each calendar year will receive prorated banks of optional holiday hours for the year.

ANNUAL LEAVE

At-will, probationary, and regular status employees in the General and Maintenance Units receive annual leave hours that accrue semi-monthly. Accrual rates vary by bargaining unit. Regular part-time employees earn at a rate proportionate to their regular work schedules.

PERSONAL LEAVE

At-will, probationary, and regular status employees in some employee bargaining units receive personal leave hours that accrue semi-monthly. Accrual rates vary by bargaining unit, and are prorated for employees hired after January 1st of each calendar year. Regular part-time employees earn at a rate proportionate to their regular work schedules.

MEDICAL-DENTAL / OPTIONAL BENEFIT CONTRIBUTIONS

Eligible at-will, probationary, and regular status employees receive semi-monthly contributions from the City to be used toward the cost of medical and dental insurance benefits. Optional benefit dollars not used toward the cost of purchasing a City medical and/or dental insurance plan can be paid as a cash benefit to the employee on a semi-monthly basis. Employees waiving the City's medical insurance coverage are not eligible to receive a cash payment of unused optional benefit dollars. The City contribution varies by bargaining unit. Regular, part-time employees earn at a rate proportionate to their regular work hours.

EMPLOYEE BENEFITS (CONTINUED)

FLEXIBLE SPENDING ACCOUNTS

Eligible at-will, probationary, and regular status employees are eligible to participate in a Flexible Spending Account (FSA) for qualifying medical and/or dependent care expenses.

EDUCATIONAL ASSISTANCE PROGRAM

All regular status employees are eligible to participate in the City's Tuition Reimbursement Program. This reimbursement program provides up to \$2,500 per fiscal year in educational reimbursements for the cost of tuition, required text books, and mandatory health fees at accredited colleges and universities recognized by the Department of Education.

WELLNESS PROGRAM

A comprehensive program is available, including on-site gym facilities and exercise classes.

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FINANCIAL POLICIES



AP&P 14.7 – FINANCIAL POLICIES OVERVIEW

CITY OF SAN BUENAVENTURA ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: Financial Policies Overview	APP NO. 14.7
ISSUED BY: Finance Department	APPROVED BY: Alex McIntyre, City Manager
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DEPARTMENTS/DIVISIONS AFFECTED BY POLICY/ PROCEDURE: All City Departments	AUTHORITY: City Charter - Section 1202, Financial Administration; Ordinance 2012-012, Effective May 23, 2012; Ordinance 2009-031, Effective January 6, 2010

OVERVIEW OF FINANCIAL POLICIES

1. PURPOSE

The purpose of this Administrative Policy and Procedure is to apply City Charter Article XII, Fiscal Administration, and Ordinance 2012-012. It provides an overview of the various documents involved for this purpose and defines the related City Financial Policies in order to ensure that the various City departments understand and follow the established policies.

2. SCOPE

The following are policies, goals, requirements, and activities related to the following:

- Section 3. Budget Guidelines
- Section 4. Budget Controls
- Section 5. Budget Policies
- Section 6. Budget Estimated Year-end Fund Balances
- Section 7. Budget Carryover Appropriations and Encumbrances
- Section 8. Grants and Donations
- Section 9. Purchasing Controls
- Section 10. Purchasing Authority and Limits for Goods and Non-Professional Services
- Section 11. Purchasing Authority and Limits for Professional Services
- Section 12. Purchasing Authority and Limits for Public Works Contracts
- Section 13. Independent Audits
- Section 14. Internal Services Funds
- Section 15. Capital Improvement Policies
- Section 16. Debt Management Policies
- Section 17. Investments Policies
- Section 18. Revenue Policies
- Section 19. Expenditure Policies
- Section 20. Financial Reserve Policies
- Section 21. Surplus Fund Balance Policies
- Section 22. Capital Asset Management Policies

3. BUDGET GUIDELINES

- A. General Process and Goals:** The budget process is structured each year to achieve the fiscal and policy goals for the upcoming fiscal year while adhering to the timeline defined by the City Charter. The budget process will be results-based and focused on the achievement of strategic goals by identifying appropriate measurable outcomes and performance indicators.
- B. Strategic Planning:** The City uses strategic planning to map its goals, manage the resources necessary to achieve them, define the direction for the City, and provide a framework for the strategies and activities of the departments. The City's strategic business planning and budgeting decisions will be based upon analyses and economic and financial modeling.
- C. Performance Measurements:**
1. Under the guidance of the City Manager, the City will create a Strategic Plan that identifies the strategic goals for the following years, with proposed outcomes that measure appropriate results.
 2. The department directors will develop performance measures for each strategic goal to monitor and support achievement of successful results that are expected to reflect customer needs and program performance. Performance measures should include stretch goals to ensure continuous improvement.
 3. Periodic performance reports will be presented and distributed.
 4. An annual State of the City report will be presented and distributed that summarizes the operation and performance of the City.
- D. Timing and Submission of Budget:** On or before the first day of May of each year, the City Manager shall submit to the Council a proposed budget for the following period. This budget will be based upon analyses and economic and financial modeling.
- E. Balanced Budget:**
1. **Balanced Budget Requirement:** The City shall adopt and maintain a balanced operating budget and an integrated capital budget by the end of each fiscal year. The budget shall be balanced with current revenues (and/or use of fund balance) equal to or greater than current expenditures/expenses.
 2. The City will develop an itemized budget for each fund. The form and level of itemization shall be determined by the City Manager as he/she deems desirable or as the City Council may require (City Charter, Section 1206).
 3. The budget will be developed using the following strategies:
 - a. Improve productivity.
 - b. Review City services to realign, reduce, eliminate, or add programs.
 - c. Improve revenues.
 - d. Increase the City tax base.
 - e. Review existing fees and create new service fees for up to 100 percent full cost recovery subject to the City fee policy.
 - f. Establish prudent fund balance use in any fund in which annual expenses shall exceed revenues; operation reserves shall be used to meet the shortfalls.
- F. Capital Improvement:** The annual capital improvement budget will include estimated annual spending for capital improvement projects based upon the Capital Improvement Plan. The Plan will include estimated costs and projected resources for future capital improvements, such as new parks, facilities, and equipment.

- G. Utilities Owned by the City:** The budget shall include, in a separate section, a revenue and expense projection for the following year of each utility owned or operated by the City.
- H. Risk and Insurance Management:** The City will maintain a comprehensive and coordinated policy of risk and insurance management which provides direction and guidance for the administration of a cost-effective, risk-insurance management program. Appropriate levels of Risk Management reserves shall be developed and maintained for this purpose.

4. BUDGET CONTROLS

A. Council Approval:

1. After reviewing the proposed budget and making such revisions as it may deem advisable, the Council shall determine the time for the holding of a public hearing thereon and shall cause notice of it to be published not less than ten (10) days prior to the hearing in at least one insertion in the official newspaper. Copies of the proposed budget shall be available for inspection by the public at least ten (10) days prior to the hearing (City Charter, Section 1207).

At the time so advertised or at any time to which such public hearing shall from time to time be adjourned, the Council shall hold a public hearing on the proposed budget, at which interested persons desiring to speak shall be heard. (City Charter, Section 1208).

At the conclusion of the public hearing the Council shall further consider the proposed budget and make any revisions that it may deem advisable. On or before June 30 it shall adopt by resolution the budget with revisions, if any, by the affirmative vote of at least four members of the Council. Upon final adoption, the budget, certified by the City Clerk, shall be reproduced and copies made available for the use of the public and of departments, offices and agencies of the City (City Charter, Section 1209).

2. Budget control is established at the highest level by the City Charter and is to be maintained at the fund and department level. All requests to transfer resources between funds shall be submitted to Council for approval. The City Manager has the authority to transfer appropriations within a fund and between departments in any amount, except where Council has expressly established a budget appropriation for a specific project and/or purpose. The City Manager may delegate this authority to the Assistant City Manager.
3. Subsequent to adoption, requests to appropriate established reserves and/or designations shall be submitted to Council for approval.

B. Budgetary Financial Reporting:

1. The City will establish and maintain a standard of accounting and budgeting practices that follow Generally Accepted Accounting Principles and Governmental Accounting Standards.
2. The Finance Department will prepare interim budget reports which will compare actual revenues and expenditures versus budgeted revenue and expense activity. The interim budget reports will provide information regarding budgetary and financial activity occurring within a particular fund, department, division, project, or account. Departments with projected balances that cause them to go over budget should request transfers through the City Council or through the City Manager via the authority provided in section 4.A.2 above.

C. Budget Appropriation Transfers:

1. For appropriations designated for personnel costs, the City Manager may authorize the transfer of unused balances of appropriations within the same fund, within or between departments, unless the City Council has expressly appropriated the balance for a specific object, character, or group. This authorization may not be delegated; however, the City Council may authorize the transfer of unused balances of appropriations designated for personnel costs within the same fund, within or between departments.

2. For appropriations not designated for personnel costs, the City Manager may authorize the transfer of unused balances within the same fund, within or between departments, unless the City Council has expressly appropriated the balance for a specific object, character or group. This authorization may not be delegated; however, the City Council may authorize the transfer of unused balances of appropriations within the same fund, within or between departments.
3. For appropriations not designated for personnel costs, department directors may transfer unused balances in any amount within the same fund and department, office, or agency, unless the City Council has expressly appropriated the balance for a specific object, character, or group, in which case, the City Manager may transfer unused balances within the same fund and department, office, or agency. Only the City Council may transfer unused balances between funds.
4. The City Manager shall report to the City Council annually on any transfer of unused balances of \$50,000 or more.
5. All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered. Remaining balances for capital improvement project appropriations and grant appropriations will roll over from one year to the next until the project or grant is complete or City Council has adjusted the appropriations. At any public meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative vote of a majority of the total members of the City Council.
6. Department directors should anticipate the need for appropriation transfers before initiating any action that will cause a department within a fund to go over budget. The need for the effect of appropriation transfers should be projected for the remainder of the fiscal year.
7. The Finance Department will process appropriation transfers and supplemental appropriations approved by City Council or the City Manager.

5. BUDGET POLICIES

A. Salary and Benefits:

For the purposes of estimating, the Operating Budget will include the following:

1. Employee salaries will be budgeted at each employee's actual salary step or actual salary (depending on the position) and corresponding employee benefit costs for all City Council authorized regular (permanent) positions. If a position is vacant during the time the budget is being developed, the position will be budgeted at the midpoint of the range.
2. A standard merit increase will be budgeted for eligible employees to be available if earned.

B. Light Duty Pay:

The City will provide annual funding of light duty pay for employees. This practice is intended to facilitate a speedy recovery from work-related injuries and return employees to regular work status.

C. Grants:

In those areas where permanent staffing is funded with ongoing grants, the expenditures and revenues shall be included in the budget. Grants with uncertain funds shall be presented to City Council for approval. If approved, the program elements shall be increased with expenditures and revenues provided for in the grant. (APP 1.2 and 14.7 section 2c)

D. Contingencies:

1. General Fund – Contingency Account

- a. On an annual basis, the General Fund operating budget will include a General Fund contingency account in an amount established by the City Council to provide for unbudgeted or unanticipated operating expenses.
- b. In addition, on an annual basis, the City operating budget will include a City Council contingency account in an amount established by the City Council to provide for unbudgeted or unanticipated operating expenses.
- c. Transfer and use of an amount of \$50,000 or less from the General Fund's contingency account, and within the same fund, shall require the approval of the City Manager. Use of General Fund contingency funds in excess of \$50,000 will require City Council approval. Regardless of the dollar amount, transfer of funds from the City Council contingency account requires approval of the City Council. In generating budget transfers, staff may recommend the use of these resources, if necessary, and shall identify any remaining balances in the contingency account.
- d. These resources are set aside in addition to the City's general reserve.
- e. This contingency will expire at the end of each fiscal year.

2. Special Funds Contingency Accounts

- a. The City will establish contingency accounts and provide appropriations in various special funds such as Water, Wastewater, Facility Maintenance, and Fleet Maintenance.
- b. The fund's budget may be used to provide for unbudgeted or unanticipated operating or capital expenses. The contingency amount for this fund is not to exceed 10 percent of available resources.
- c. Transfer and use of an amount of \$50,000 or less from the Special Fund Contingency Account and within the same fund and department, shall require the approval of the City Manager. Use of funds in excess of \$50,000 will require City Council approval.

6. BUDGET: ESTIMATED YEAR-END FUND BALANCES:

- A.** During the annual development of the Operating and Capital budget, staff will analyze all funds and estimate the year-end balances.

The year-end balances will be staff's most informed estimate based upon up-to-date financial records, forecasted expenditures through year-end, the impact of outstanding encumbrances, and other pertinent information that could affect the year-end balances.

- B.** A clear distinction will be made within each fund balance to identify how much of the fund balance is reserved for activities or projects previously appropriated by the City Council, how much is encumbered or otherwise restricted, and how much is available for future City Council appropriation.
- C.** The standard date used for the year-ending balance is June 30.
- D.** Finance shall properly classify fund balances based on current GASB requirements, which consider the relative strength of the constraints that control how specific amounts may be spent. These may include:
1. Nonspendable
 2. Restricted
 3. Committed
 4. Assigned
 5. Unassigned

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7. BUDGET: CARRYOVER APPROPRIATIONS AND ENCUMBRANCES

A. Appropriations: An appropriation is defined as the authorization by an act of City Council to permit City Departments to incur obligations, and to pay for them from the Treasury. The City's Charter provides that all appropriations shall lapse at the end of the fiscal year except where they are lawfully encumbered. Annual budget appropriations lapse at year end. The only exceptions are grant funding appropriations and capital improvement project appropriations. At times a carryover may be necessary; however, this is the exception and not the rule and all budget appropriation carryovers must be approved by the Chief Financial Officer.

B. Encumbrances: An encumbrance is defined as a contingent liability, contract, purchase order, payroll commitment, tax payable or legal penalty that is chargeable to an account. Every purchase order is entered as an encumbrance on a specific fund(s); thereby, reserving the use of those funds for a specific purpose and until the funds are spent.

All encumbrances must have budgeted funds available prior to establishing the commitment.

Operating expenses shall only be encumbered to the extent of those that will be spent in the current fiscal year.

All encumbrances must be closed out when goods and/or services have been received and expensed.

At year-end, all open encumbrances must be reviewed. The possible outcomes from this review:

1. Close the Purchase Order and disencumber all associated funds; or
2. Keep the Purchase Order open because goods/services were received on or before June 30th of each year; or
3. Keep the Purchase Order open and encumber only next year's appropriation.

For those POs not meeting one of the criteria in items 1-3 above, if appropriation carryover is desired, an Appropriation Carryover Request must be completed for each PO that does not meet one of the three criteria above. Appropriation Carryover Requests must be submitted and accompany the Year End Open Purchase Orders. Appropriation Carryover Requests are subject to review and determination of available funding.

C. Grant Balances: Grant awards often do not coincide with the City's fiscal year end. Therefore, remaining grant appropriations will be carried over from one year to the next. The carryover will include both remaining grant award amounts and supporting City funds. The budgets will be administratively revised upon completion of the fiscal year-end closing, completion of grant project or Council action.

8. GRANTS AND DONATIONS (refer to APP 1.2)

A. City Manager Approval: Application for a grant or donation of \$300,000 or less, which does not require an increase to the authorized City FTE total, City fund matching, or which requires no formal resolution shall be submitted to the City Manager for approval. The City Manager may elect to delegate this authority to the department director seeking the grant or donation.

B. Capital Project Grants: Applications for capital improvement project grants will comply with State and Federal grant application guidelines. Funding for grant match requirements must be verified by the Finance Department and approved by the City Manager prior to submission of the grant application. The City Manager may elect to delegate this authority to the Chief Financial Officer. Projects considered for capital project grant applications will be guided by the City's approved Capital Improvement Project Plan.

C. City Council Approval Over \$300,000: Application for grants sponsorship and donation above \$300,000 shall be submitted to the City Council for approval.

D. City Council Approval, Other: Applications for grant sponsorships and donations of any amount that require City matching funds, additional personnel, or a formal resolution, will be submitted to the City Council for approval. Funding for grant match requirements must be verified by the Finance Department.

- E. Monitoring:** All tracking, reporting, and reimbursement submissions (if applicable) must be completed by the department and reviewed by the Grant Accountant in a timely manner and within the agreement guidelines to ensure funding is not retracted.

9. PURCHASING AND CONTRACTING CONTROLS

The City Manager shall promulgate written administrative policies and procedures to implement the requirements of the Municipal Code. The interpretive authority from those policies is defined in this section.

As a general practice, departments must identify funding sources and availability prior to making purchases. This determination must be verified by the staff in the Financial Services Division in the Finance Department.

When the expenditure of Federal funds is anticipated, whether a grant, cooperative agreement or reimbursement of disaster expenses (FEMA), the uniform guidelines contained in the Code of Federal Regulations (CFR), specifically 2 CFR Part 200, sections 200.318 through 200.326 must be followed. See Appendix A.

A. Types of Contracts Defined:

1. **Public Works Contracts:** A public works contract is a contract paid for in whole or in part out of public funds for the construction, alteration, repair, improvement, reconstruction demolition or maintenance of any public building, street, sidewalk, utility, park or open space improvement, or other public improvement. Contracts for maintenance of such improvements shall not be deemed public works contracts.
2. **Contracts for Goods:** A contract for goods is a contract for the acquisition of equipment, materials and supplies, including, but not limited to, office supplies, janitorial supplies, furnishings, machinery, tools, vehicles, computer hardware and other personal property, materials or goods. A contract for goods includes blanket purchase order contracts where no particular quantity of units to be purchased is established at the time the contracts are executed and which set forth pricing terms for the items to be purchased. A blanket purchase order contract must establish a maximum dollar amount for the contract and set forth pricing terms for the items to be purchased. A contract for goods may include labor incidental to the purchase of goods, such as set-up, installation, and testing.
3. **Non-Professional Services Contract:** A non-professional services contract is a contract, with or without the furnishing of supplies or equipment, for work, labor, or services including, but not limited to:
 - a. Maintenance of public buildings, streets, parks and playgrounds, and other public improvements;
 - b. Repair, modification, and maintenance of equipment;
 - c. Licensing, installation, and maintenance of computer software;
 - d. Janitorial services, uniform cleaning, tree trimming, street sweeping, power washing, and landscape maintenance;
 - e. Leasing of personal property for use by the City; and
 - f. Temporary employment or payroll service contracts.
4. **Professional Services Contracts:** A professional services contract is a contract for services provided to the City by an independent consultant, who meets the definition of an Independent Contractor as defined by the Internal Revenue Service, or by consulting firms that offer such services, that are predominately intellectual and varied in character as opposed to manual or routine in nature, require specialized knowledge of an advanced type generally acquired from study at an institution of higher learning, and entail the exercise of a wide degree of discretion and judgment when performing the services.

Examples of services often contracted by the City include those performed by lawyers, engineers, architects, certified public accountants, information technology experts, and land use planners. On the other hand, examples of services often contracted by the City that are not professional services include janitorial services, landscape maintenance services, painters and/or laborers, as well as secretarial and general administrative services.

B. General Contracting Authority:

1. Contracting Authority - City Manager

- a. The City Manager or his/her designee shall have authority to approve and execute contracts for the acquisition of equipment, materials, supplies, labor, non-professional services, public works contracts, or other items in an amount not to exceed \$300,000.
- b. The City Manager or his/her designee shall have authority to approve and execute contracts for professional services in an amount not to exceed \$60,000.
- c. The City Manager or his/her designee shall have authority to approve and execute contracts for the sale or exchange of surplus City property, regardless of the value of the property.
- d. The City Manager, his/her designee, or the manager of any public utility owned, controlled or operated by the City shall have the authority to approve and execute contracts for the sale of products, commodities or services of any public utility owned, controlled or operated by the City upon forms approved by the City Manager and at rates fixed by the Council.

2. Contracting Authority - City Attorney

- a. The City Attorney shall have authority to approve and execute contracts for legal services and litigation support services in an amount not to exceed \$60,000.
- b. The City Attorney shall have authority to approve payment for the following litigation support services in an amount not to exceed \$60,000 collectively per matter:
 - i. Registered process servers, copy services, investigators and court reporters.
 - ii. Experts and medical examinations.
 - iii. Mediators and arbitrators.
 - iv. Expert deposition fees and costs.
 - v. Jury fees, witness fees, exhibits and trial technology costs.

3. Contracting Authority - City Council

- a. The City Council shall have the sole authority to approve, and the Mayor shall execute, contracts for the acquisition of equipment, materials, supplies, labor, non-professional services, public works contracts, or other items when the amount exceeds \$300,000.
- b. The City Council shall have the sole authority to approve, and the Mayor shall execute, contracts for professional services over \$60,000.
- c. The City Council shall have the sole authority to approve, and the Mayor shall execute, contracts for the sale or lease of City-owned real property, regardless of the amount of the contract. Five affirmative votes of the Council shall be required.
- d. The Deputy Mayor shall act as Mayor in the absence or disability of the Mayor.

C. Contracts Approved “As To Form:”

- a. The City Attorney shall approve as to form all contracts, purchase orders, documents and other agreements. The City Attorney’s approval as to form may be performed on a general basis for standardized form contracts or on an individual basis, including vendor or contractor standardized contracts. No City office or department other than the City Attorney or Chief Financial Officer, with the City Attorney’s advice, is authorized to create, modify, or approve for use, standardized form contracts.
- b. Each contract, purchase order, document, or other agreement that is subject to individual review and approval shall be signed by the City Attorney to signify that it is approved as to form. A standardized form contract that has been approved by the City Attorney for general use may be used without further approval or signature by the city attorney so long as the form is not modified.
- c. The Chief Financial Officer, in consultation with the City Attorney, shall be responsible for development of a control system for the creation and use of standard form contracts, purchase orders, documents, and other agreements to be included in the administrative policies and procedures, and these standard forms shall be reviewed and updated on a regular basis.

D. Delegations of Authority to Contract:

The City Manager may delegate in writing any authority to contract granted to the City Manager by this chapter to the Assistant City Manager, Chief Financial Officer, Assistant Chief Financial Officer, or to any department director. If the Assistant City Manager, Chief Financial Officer, Assistant Chief Financial Officer, or department director, as applicable, is unable to exercise the authority delegated to him/her due to legal or physical incapacity, constraint or unavailability, the City Manager may, with the prior concurrence of the City Attorney, delegate authority in writing to another City official or employee. The Chief Financial Officer shall be immediately apprised of any delegations of authority and shall keep a record of current delegations.

E. Authority to Modify and Terminate Contracts not Approved or Awarded by the Council:

Each person with contracting authority under this chapter may authorize and sign amendments or change orders to contracts they have awarded under the authority granted in this chapter subject to the following:

1. All modifications to contracts, including, but not limited to, changes to the scope of work, quantity of goods, price, or term shall be made in writing, and accomplished in accordance with the terms of the original contract. The amendment or change orders to a contract shall not cause the contract as modified to exceed the aggregate monetary or term limits of that person’s authority as defined in this chapter; and
2. Each person with authority granted under this chapter to award and sign a contract also has the authority to terminate the contract in accordance with the contract terms and conditions.

F. Authority to Modify Contracts Awarded by the City Council:

1. The City Council, at the time it awards a contract or authorizes a City official or employee to award a contract, may also authorize the City official or employee to execute an amendment or change order to a contract in an amount exceeding the monetary and/or term limits of the official’s or employee’s aggregate contract authority set forth in this chapter. Amendments or change orders made under authority granted by the City Council shall be in writing, accomplished in accordance with the terms of the original contract, and shall not cause the contract as modified to exceed the aggregate limits of the authority granted by the City Council.
2. The City Manager or his/her designee is authorized to enter into and execute for and on behalf of the City, without the prior approval of the City Council, any amendment or change order to a contract previously approved by the City Council that does not increase the compensation for the contract to accomplish the following:

- a. To extend the term of the contract for a period not to exceed six consecutive months from the last Council-approved expiration date; or
- b. To make minor revisions to the scope of services or schedule; or
- c. To make clerical corrections.
- d. In addition, the City Manager may approve and sign assignments of contracts previously approved by the City Council when he or she has determined that the proposed assignee has the ability, capacity, experience and skill and is otherwise qualified to perform the contract.

Change Order Authority and Interpretation by City Attorney's Office (2/2011): "Contracts and agreements awarded after 1/7/10 shall follow the requirements of Chapter 4.600 of the Municipal Code. Contracts awarded prior to 1/7/10 shall follow the Administrative Policies and Procedures, which were in place at the time the contract was awarded."

10. PURCHASING AUTHORITY AND LIMITS FOR GOODS AND NON-PROFESSIONAL SERVICES

- A. Designated Employee Purchases of Less than \$5,000:** Department directors and employees authorized in writing by them may award and sign contracts for goods or non-professional services in an amount less than \$5,000 and with a term of one year or less. All such purchases shall be in accordance with the contract procedures and requirements contained in the administrative policies and procedures. All department directors' written authorizations shall be kept on file in the office of the Chief Financial Officer. These controls may be implemented through electronic data systems.

Comparison of competitive prices are encouraged and recommended. Department Directors and division staff shall not split purchase orders or invoices to circumvent the designated dollar limits. The dollar limit shall include all necessary taxes and delivery costs.

Departments are not required to submit single/sole source or emergency justification forms for purchases less than \$5,000.

- B. Purchases of \$5,000 or over:** Purchases of \$5,000 or more are centralized and made through the Purchasing section unless otherwise authorized on a pre-approved and/or pre-bid Blanket Purchase Order (for "Goods") or an annual Service Agreement (for "Non-professional Services"). Blanket Purchase Orders and Service Agreements are required to be encumbered on an annual basis and shall not exceed one year unless the total amount due and payable by the City over the life of the contract is appropriated at the time the City assumes the obligation to pay.

For purchases in this range and type, departments shall submit a completed Purchase Requisition to the Purchasing section with detailed specifications as required.

When the expenditure of Federal funds is anticipated, whether a grant, cooperative agreement or reimbursement of disaster expenses (FEMA), the uniform guidelines contained in the Code of Federal Regulations (CFR), specifically 2 CFR Part 200, sections 200.318 through 200.326 must be followed. See Appendix A.

- C. Quotation/Bid Requirements - Purchases of \$5,000 to \$50,000 - Competitive Informal Procurement Required:**

Competitive price quotes are required for purchases of \$5,000 to \$50,000, unless otherwise stated in APP 18.1. Either the requesting department or the Purchasing section must obtain informal quotations or formal bids/proposals depending on the complexity of the item(s). If Purchasing determines a formal bid/proposal process is appropriate, the requesting Department shall be notified. Purchasing and the requesting department shall agree upon the process and closing time/date. If Purchasing decides an informal bid/proposal is appropriate, the requesting department may solicit and obtain competitive quotations. In the event that the informal bid process is for a maintenance-type service exceeding \$15,000, prevailing wage laws will apply to this particular threshold, effective January 1, 2015, unless otherwise stated in APP 14.8.

Once received, the Purchasing section shall evaluate all informal quotations and formal bids/proposals for purchases in this price range and re-issue quote requests when necessary. Price quotes not meeting the Purchasing section requirements shall be rejected.

D. Quotation/Bid Requirements - Purchases Over \$50,000; Competitive Formal Bids or Requests for Proposals Required:

Purchases over \$50,000 shall require competitive Formal Bids or Requests for Proposals from two or more vendors unless otherwise stated in APP 18.1. In the event that the informal bid process is for a maintenance-type service exceeding \$15,000, prevailing wage laws will apply to this particular threshold, effective January 1, 2015, unless otherwise stated in APP 14.8.

When final bid procedures have been followed and only a single bid or Request for Proposal is received, the provision requiring two or more bids may be waived as determined by the Financial Services Manager.

Invoices and/or orders shall not be split to circumvent designated dollar limits. The dollar limit shall include all necessary taxes and delivery costs.

When the expenditure of Federal funds is anticipated, whether a grant, cooperative agreement or reimbursement of disaster expenses (FEMA), the uniform guidelines contained in the Code of Federal Regulations (CFR), specifically 2 CFR Part 200, sections 200.318 through 200.326 must be followed. See Appendix A.

11. PURCHASING AUTHORITY AND LIMITS FOR PROFESSIONAL SERVICES

Please refer to APP 8.2 Professional Contracts

12. PURCHASING AUTHORITY AND LIMITS FOR PUBLIC WORKS CONTRACTS

When the expenditure of Federal funds is anticipated, whether a grant, cooperative agreement or reimbursement of disaster expenses (FEMA), the uniform guidelines contained in the Code of Federal Regulations (CFR), specifically 2 CFR Part 200, sections 200.318 through 200.326 must be followed. See Appendix A.

In the construction, improvements, and repair of all public buildings and public works, excluding maintenance, and in furnishing any supplies or materials for the same, when the expenditures required therefore exceed the sum then set forth in Public Contract Code, the same shall be done by contract in accordance with the City Charter. In the event the expenditure is less than said sum, but more than \$10,000.00, the City Manager shall obtain informal bids from qualified contractors and award the contract to the lowest responsible bidder. The City Manager shall establish administrative policies and procedures for awarding of contracts by informal bid. Notwithstanding the above, water meter installations, fire line installations, connections to the City's water system and back flow prevention installations, regardless of the amount involved, may be performed by the City's Water department without putting such work out to bid.

13. INDEPENDENT AUDIT

- A. The City Council shall employ each year an independent, certified public accountant that shall examine the records, funds, and accounts of the City and make a report to the City Council, the City Manager, and the Chief Financial Officer of the City.
- B. In accordance with the Governmental Finance Officers Association (GFOA) best practices guidelines, the City should enter into multi-year agreements of at least five years in duration when obtaining the services of an independent auditing firm. Such multi-year agreements can take a variety of different forms (e.g., a services of single-year agreements or one multi-year agreement), consistent with applicable legal requirements.
- C. **Basic Financial Statements Audit:** The scope of the independent audit shall encompass a review of the fair presentation of the basic financial statements and a review of the fair presentation of individual funds and whether the City is in compliance with certain provisions of laws, regulations, contracts, and grant agreements. The auditing firm must also complete a review of internal control over financial reporting and submit a report on any findings of significant or material deficiencies. The auditing firm must conduct the audit in conformance to the independence standard promulgated in the General Accounting Office's Government Auditing Standards.

- D. **Single Audit:** The auditing firm will conduct a single audit to review the City's compliance with the requirements of laws, regulations, contracts, and grants applicable to each major federal program. The auditing firm must also complete a review of internal control over financial reporting and submit a report on any findings of significant or material deficiencies. The auditing firm must conduct the audit in conformance to the independence standard promulgated in the General Accounting Office's Government Auditing Standards.
- E. The Chief Financial Officer will be responsible for initiating a bid process for the services of the independent auditor at least every five years.

14. INTERNAL SERVICE FUNDS

- A. **Internal City Services:** The City will establish and maintain funds, appropriations and/or reserves sufficient to provide internal City services. At the discretion of the Chief Financial Officer, new Internal Service Funds may be created as the need arises. Current funds exist for the following:
 - 1. Information Technology
 - a. Replacement of the City's computer infrastructure, including telecommunication systems, software and computers, and network support and GIS.
 - b. Necessary cash flow for operating supplies, services, and training to maintain the City's computer infrastructure and technology capability.
 - c. Necessary cash flow for equipment and services required to maintain the City's computer infrastructure.
 - 2. Facilities Maintenance
 - a. Timely facilities maintenance and repairs.
 - b. Adequate cash flows to support annual operations.
 - c. Equipment replacement
 - 3. Fleet Maintenance
 - a. Maintenance and repair of vehicles and equipment in the City's fleet.
 - b. Replacement of fleet vehicles according to City's replacement schedule.
 - c. Adequate cash flows to support annual operations.
 - d. Adequate cash flows and resources for emergency replacement of essential vehicles.
 - 4. Digital Publishing and Reproduction Services
 - a. Timely replacement of reproduction and print equipment.
 - b. Adequate cash flows to support annual operations.
 - 5. Workers' Compensation Fund
 - a. Account for costs and liabilities related to the Workers' Compensation Program.
 - b. Provide adequate cash flows to cover claims and future liabilities.
 - 6. Employee Benefits Fund
 - a. Account for costs and liabilities related to insurance, PERS, federal and state taxes, and benefits paid by the City.
 - b. Provide adequate cash flows to cover current and future liabilities.

7. Risk Management Fund

- a. Account for costs for providing public liability insurance to operating funds.
- b. Provide adequate cash flows to cover current and future claims and liabilities.

B. Internal Service Fund Balance: Reserves for individual funds will be held and established per the Reserves Financial Policy (Section 20 of this Policy).

15. CAPITAL IMPROVEMENT POLICIES

A. A.Capital Improvement Projects Plan:

1. The City Manager is required to submit to City Council a five-year Capital Improvement Plan (CIP) annually. The current practice is to submit a five-year plan to be consistent with the operating budget.
2. The capital improvement program is a needs assessment plan for identifying capital improvements and is presented to City Council for adoption annually and updated every two years. The Capital Improvement Plan may identify future potential projects that occur beyond the scope of the plan. The City's General Plan will guide the development of the City's Capital Improvement Plan.
3. The City will identify the source of revenue or unfunded status of each capital improvement project in the Capital Improvement Plan.

B. B.Capital Improvement Appropriations:

1. The City will adopt capital improvement appropriations based upon the estimated availability of capital funds, capital improvement plan, current project funding needs, an evaluation of capital project needs, and Council actions and directions.
2. Approval of the capital improvement appropriation is the authority for the project to proceed and the spending limit for the projects.
3. The appropriations will remain until spent, revised by Council action, redirected by administrative action, or the capital improvement project is closed.
4. Capital improvement appropriations are carried over from one year to the next or adjusted by Council action until the project is closed.

C. C.Capital Improvement Budget:

1. The City Charter requires a budget for the capital improvement expenditures during the next fiscal year and the proposed method of financing the expenditures.
2. The City will coordinate the development of the capital improvement budget with development of the operating budget. The CIP budget shall include projects that span multiple fiscal years and result in capitalized assets. The CIP budget may include other projects of a capital nature that may not result in an asset and that span multiple fiscal years and have significant cost estimates. Annual allocation projects shall provide for smaller projects that are expected to be completed in a short timeframe.
3. The City will estimate proposed expenditures for the fiscal year capital budget adoption. The estimate will be based upon an evaluation of the next fiscal year spending for capital improvement projects.

D. Capital Assets: The City will maintain all capital assets at a level adequate to protect the City's investment and to minimize future maintenance and replacement costs.

E. Capital Financing: The City will pursue the most appropriate or least costly financing method for all new projects.

AP&P 14.7 – FINANCIAL POLICIES OVERVIEW (CONTINUED)

16. DEBT MANAGEMENT POLICIES

Note: The following is a summary of some of the City's more significant debt management policies. Please refer to the debt management policy for further details.

A. Debt Review:

1. When applicable, the City shall review its outstanding debt annually for determining if the financial market place will afford the City the opportunity to refund an issue and lessen its debt service costs.
2. In order to consider the possible refunding of an issue, a minimum of present value savings of three percent over the life of the respective issue must be attainable.

B. Long-Term Borrowing:

1. The City will confine long-term borrowing to capital improvements or projects that may not be financed from current revenues. Debt financing will be used only for major, non-recurring items with a minimum of four years of useful life for capital improvement, equipment, and projects.
2. When the City finances capital projects by issuing bonds, the payback period of the bonds will not exceed the estimated useful life of the project.
3. The City will strive to have the final maturity of debt obligations at, or below thirty years.
4. The City will not use long-term debt to fund current operations.

C. Bond Selection: Whenever possible, the City will use special assessment, revenue, or other self-supporting financing arrangements, such as certificates of participation, instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.

D. Bond Rating and Disclosure:

1. The City will maintain good communications with bond rating agencies regarding its financial condition.
2. The City will follow a policy of full disclosure on every financial report and borrowing prospectus, including the Comprehensive Annual Financial Report (CAFR) and the Annual Disclosure Report. All financial and disclosure reporting will be submitted to the Electronic Municipal Market Access (EMMA) website as required by the Municipal Securities Rulemaking Board.

17. INVESTMENT POLICIES

Note: The following is a summary of some of the City's more significant investment policies. Please refer to the current investment policy for further details.

A. Pooled Investment Portfolio: The City's Statement of Investment Policy is adopted annually by resolution and applies to the investment of short-term operating funds of the City of Ventura in excess of those funds required to meet current City expenditures. The Policy addresses the pooling of funds, investment objectives, prudence and ethical standards, authorized investments, risk and diversification, performance standards, safekeeping, and reporting. This Policy does not apply to longer-term funds and proceeds from bond issues. Investment criteria related to bond proceeds are identified within the Trust Agreement of each debt issuance.

B. Investment Guidelines: The Investment Portfolio Guidelines (APP 16.2), addresses the direction and control over investment activities and to assure that the goals established in the City's Statement of Investment Policy are attained. These guidelines further define in more detail the current practices for internal controls set forth in the City's Statement of Investment Policy.

C. Investment Gains and Losses: The City will use Generally Accepted Accounting Principles (GAAP) and accounting principles as required by the Governmental Accounting Standards Board (GASB).

18. REVENUE POLICIES

A. Revenue Program: The City will pursue a diversified and stable revenue program to shelter it from unforeseeable short-run fluctuations in any single revenue source.

1. General Revenue Policies: General Fund revenues shall not be earmarked for any particular purpose, unless, required by law, GAAP or GASB. Revenues shall be deposited in the General Fund and appropriated during the budget projects or by a separate City Council action.
2. One-time Revenues: The City of Ventura shall use one-time revenues such as grants, tax windfall or unrestricted fund balances to pay for one-time expenditures. Furthermore, ongoing expenditures shall be funded by ongoing revenues. When new and ongoing program expenditures are added to the budget, an ongoing revenue source such as an increase in existing revenues or a new revenue source shall be identified to fully support the cost of the program.

B. Revenue Estimate: The City will annually estimate its operating revenues using analyses and economic and financial modeling. All revenue forecasts shall be well supported by objective external research and internal forecasting methods.

C. User Fees:

1. The City will annually review user fees and charges and make recommendations to adjust for cost recovery as defined in these policies.
2. Every two years, the City will review the full cost of activities to recognize the impact of inflation and other cost increases. This information will be available to determine cost recovery of direct and indirect cost from user fees associated with specific City activities.
3. The City will strive to establish all user charges and fees at a level to recover the full cost of providing the services, particularly where the service beneficiary receives full and direct benefit of the identified service.
4. While it is the City's intent to maintain full cost recovery fees and rates, the City in determining the appropriateness of the charge shall consider the following factors:
 - a. Elasticity of Demand: The relationship of price changes to service demand levels.
 - b. Subsidy Policy: The City may want to make certain services more affordable and thereby more accessible to certain parts of the community such as youth and seniors.
 - c. Economic Incentives: Using pricing signals to encourage or discourage certain market activities.
 - d. Competitive Constraints: Competition for similar service offerings in the same market area such as recreation programs.
5. The City will set fees and user charges in the following manner:
 - a. Enterprise Funds set fees at a level that fully supports the total direct and indirect costs of the activity as allowed under Proposition 218.
 - b. The Street Lighting Assessment Fund will endeavor to set fees at a level that fully supports the total direct and indirect costs of the activity as allowed under Proposition 218. Any costs not recovered through assessments will be paid by the General Fund.
 - c. Indirect costs will include the cost of annual depreciation and replacement of all capital assets.

D. Special Revenue Funds:

1. Special Revenue Funds are set up to account for the proceeds of specific revenue sources that are legally restricted to cover expenditures for specified purposes.

AP&P 14.7 – FINANCIAL POLICIES OVERVIEW (CONTINUED)

2. The City strives to maintain adequate reserves in these funds to provide sufficient cash flow for outstanding obligations.
3. The City's General Fund may provide working capital for all special revenue funds in the event they are unable to meet their financial obligations or are required to spend funds first in order to be reimbursed by other outside agencies.

19. EXPENDITURE POLICIES

Expenditure Program: The budget process shall weigh all competing requests for City resources within expected fiscal constraints. Requests for new operating expenditures made outside the budget process shall be discouraged. New initiatives shall be financed by reallocating existing City resources to programs and services with the highest priorities or through new revenue sources.

20. FINANCIAL RESERVE POLICIES

- A. It is essential that the City maintain adequate levels of fund balance to mitigate current and future risk. Certain amounts of the fund balances may be specifically classified as fund balance reserves. This policy was established to identify and define city reserve levels and replenishing methods.
- B. **Schedule:** The City will annually produce a schedule of all fund surpluses and deficits, with projections of reserve requirements and a plan for the use of any excess surplus for the current year in preparation of the CAFR. During each annual budget development, projections of reserve requirements will be reviewed.
- C. **Compliance:** The City will comply with stated policies to analyze total reserves and surplus fund balances to ensure that the City's financial policies, as provided, do not inadvertently create adverse effects.
- D. **Reserve Levels:**
 1. **General Fund Reserve**
 - a. In accordance with Governmental Finance Officers Association (GFOA) Best Practices on Budgeting the City shall strive to maintain a minimum reserve fund of 17% of annual expenditures and will be classified as Committed Fund Balance. Committed Fund Balance is defined by GASB as amounts that can be used only for the specific purposes determined by a formal action of the City's highest level of decision-making authority (City Council approval).
 - b. The reserve fund is intended to equate to approximately 60 days of operating and maintenance budget; however, the reserve may be increased upon Council action.
 - c. The General Fund Reserve may only be used for the following purposes:
 - i. **Cash Flow:** To temporarily provide a liquidity cushion against variability and timing of expenditures and receipts.
 - ii. **Emergencies:** To provide funding in the event of emergencies, such as natural disasters (which may include but are not limited to, fires, earthquakes, or floods); other non-predictive emergencies; or the replacement of or a portion of City infrastructure should there be an unexpected failure.
 - d. If this reserve is drawn down, the development and implementation of a replenishment plan will be put in place no later than the next fiscal year budget. The plan will include the fixed schedule of reserve replenishment.
 2. **Public Liability Reserve**
 - a. The City will maintain a reserve to fund annual paid, projected, incurred, but not reported, claims for liability and property insurance. This reserve shall be held in the Public Liability Fund in the amount of \$3.0 million.

AP&P 14.7 – FINANCIAL POLICIES OVERVIEW (CONTINUED)

- b. If this reserve is drawn down, the development and implementation of a replenishment plan will be put in place no later than the next fiscal year budget. The plan will include a fixed schedule of reserve replenishment.

3. Workers' Compensation Reserves

The City shall maintain prudent funding levels for the costs and liabilities of anticipated claims related to Workers' Compensation claims. This includes the funding of annual outstanding claims and estimated incurred, but not reported, claims. These funds shall be held in the Workers' Compensation Internal Service Fund.

4. Enterprise Funds

- a. In general, the City will maintain fund balance reserve levels for the enterprise funds to provide:
 - i. Timely replacement of rolling stock and other equipment and infrastructure repairs and/or replacement.
 - ii. Adequate cash flow.
 - iii. Funds for emergency purchases.
 - iv. Maintenance of a ratio of net operating income to debt service requirements of at least 120 percent (1.20:1).
- b. Specifically, the Water and Waste Water utilities shall strive to maintain an Operating Reserves target of 3 months (or 25%) of operating expenses and a Capital Reserves target equal to the ten year annual average of CIP project costs. The Operating Reserves will provide working capital, allow for unanticipated changes to budgeted expenses, and provide adequate cash flow during disasters or other emergencies. The Capital Reserves will assist in building financial stability to support a healthy replacement program going forward.
- c. Enterprise Funds may establish a rate stabilization reserve separate from existing reserves.. The rate stabilization reserve(s) could be implemented to help meet required debt coverage ratios.
 - ii. The City may, but is not required to, make deposits into the rate stabilization reserve from any source of funds, including Net Revenues. The City may, but is not required to, withdraw for the from the rate stabilization reserve.
 - iii. When transferring from Water and Wastewater Funds into the rate stabilization reserve, the revenues incurred during that given fiscal year cannot be counted towards the debt coverage factor. The amount transferred back into Water and/or Wastewater Funds shall be higher than what was transferred into the rate stabilization reserve to receive any credit within the same fiscal year.
 - iv. Adjustments shall be applied annually at each fiscal year end.

21. SURPLUS FUND BALANCE POLICIES

Available Fund Balance Use: The City will establish prudent use of surplus fund balance to first meet reserve policies as set forth in the Financial Reserve Policies (Section 18 of this Policy). Surplus fund balance will then be used for capital replacement and improvement, retirement or refinancing of existing debt, or one-time operational working capital.

22. CAPITAL ASSET MANAGEMENT POLICIES

A. Capital Assets: The City's assets are capitalized at historical cost or estimated historical cost. Gifts or contributions of capital assets are recorded at fair market value when received.

1. Assets include capital infrastructure (above and below ground), real property, buildings, equipment, information technology systems, and vehicles and trucks purchased by the City of Ventura or donated to the City. All vehicles and trucks purchased by the City are assigned to the Fleet Maintenance Fund.
2. The City defines infrastructure as the basic physical assets that allow the City to function.
 - a. These assets include, but are not limited to, streets, water purification and distribution system, sewer collection and treatment system, park and recreation lands and improvement system, storm water conveyance system, and buildings combined with site amenities such as parking and landscaped areas used by the City in the conduct of its business.
 - b. Each major infrastructure system is combined into subsystems. For example, the street system is divided into pavement, curb and gutters, sidewalks, medians, streetlights, traffic control devices (signs, signals and pavement markings), landscaping and land.

B. Capital Replacement Program: Once purchased, all capital items are maintained in the physical inventory and Capital Replacement Program.

1. Depreciation of capital assets is recorded on a straight-line basis over the useful lives of the assets as follows:
 - a. Buildings and Improvements 10–76 years
 - b. Improvements other than buildings 10–75 years
 - c. Machinery and Equipment 2–75 years
 - d. Infrastructure 5–50 years
2. Interest accrued during the construction of capital assets is capitalized for the proprietary funds as part of asset cost in accordance with GAAP and GASB guidelines.

C. Threshold Level: The City's capitalization threshold level for an individual item is \$10,000 with a minimum life of two years.

D. Inventory Control: An annual inventory list of capital assets assigned to a Department will be available for each department director's use.

1. All above ground items on the inventory list should be physically verified at least biennially.
2. Inventory Reporting System corrections will be made by the Accounting Division.
3. Other equipment may be included in the inventory procedures as requested by the Chief Financial Officer or the Assistant Chief Financial Officer.

APPENDIX A – 2 CFR PART 200, SECTIONS 200.318 THROUGH 200.326

§ 200.318 GENERAL PROCUREMENT STANDARDS.

- (a) The Non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.
- (b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c)
 - (1) The Non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.
 - (2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
- (d) The Non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- (e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local inter- governmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- (f) The Non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- (g) The Non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- (h) The Non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

AP&P 14.7 – FINANCIAL POLICIES OVERVIEW (CONTINUED)

- (i) The Non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- (j)
 - (1) The Non-Federal entity may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and material type contract means a contract whose cost to a non-Federal entity is the sum of:
 - (i) The actual cost of materials; and
 - (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
 - (2) Since this formula generates an open-ended contract price, a time-and- materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- (k) The Non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

§ 200.319 COMPETITION.

- (a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
 - (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
 - (2) Requiring unnecessary experience and excessive bonding;
 - (3) Noncompetitive pricing practices between firms or between affiliated companies;
 - (4) Noncompetitive contracts to consultants that are on retainer contracts;
 - (5) Organizational conflicts of interest;
 - (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
 - (7) Any arbitrary action in the procurement process.

- (b) The Non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- (c) The Non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- (d) The Non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

§ 200.320 METHODS OF PROCUREMENT TO BE FOLLOWED.

The non-Federal entity must use one of the following methods of procurement.

- (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
- (b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- (c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
 - (1) In order for sealed bidding to be feasible, the following conditions should be present:
 - (i) A complete, adequate, and realistic specification or purchase description is available;
 - (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - (2) If sealed bids are used, the following requirements apply:

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- (i) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
 - (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - (iii) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (v) Any or all bids may be rejected if there is a sound documented reason.
- (d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost- reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - (2) Proposals must be solicited from an adequate number of qualified sources;
 - (3) The Non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - (5) The Non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- (e) [Reserved]
- (f) Procurement by noncompetitive proposals. Procurement by non- competitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- (1) The item is available only from a single source;
 - (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - (4) After solicitation of a number of sources, competition is determined inadequate.

AP&P 14.7 – FINANCIAL POLICIES OVERVIEW (CONTINUED)

§ 200.321 CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.

- (a) The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§ 200.322 PROCUREMENT OF RECOVERED MATERIALS.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.323 CONTRACT COST AND PRICE.

- (a) The Non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- (b) The Non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.
- (d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

AP&P 14.7 – FINANCIAL POLICIES OVERVIEW (CONTINUED)

§ 200.324 FEDERAL AWARDING AGENCY OR PASS-THROUGH ENTITY REVIEW.

- (a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- (a) The Non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
 - (1) The Non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
 - (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
 - (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
- (b) The Non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.
 - (1) The Non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
 - (2) The Non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

AP&P 14.7 – FINANCIAL POLICIES OVERVIEW (CONTINUED)

§ 200.325 BONDING REQUIREMENTS.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§ 200.326 CONTRACT PROVISIONS.

The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200— Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

EXHIBIT A

CITY OF SAN BUENAVENTURA

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY

(This Statement of Investment Policy encompasses the following areas of concern to a sound investment and cash management program)

STATEMENT OF INVESTMENT POLICY:

Section I.	Policy Statement
Section II.	Scope
Section III.	Prudence
Section IV.	Investment Objectives
Section V.	Delegation of Authority
Section VI.	Ethics, Public Trust, and Conflicts of Interest
Section VII.	Authorized Financial Dealers and Institutions
Section VIII.	Authorized and Suitable Investments
Section IX.	Review of Investment Portfolio
Section X.	Investment Pools and Money Market Mutual Funds
Section XI.	Collateralization
Section XII.	Safekeeping and Custody
Section XIII.	Diversification Guidelines and Risks
Section XIV.	Maximum Maturities
Section XV.	Internal Controls
Section XVI.	Performance Standards
Section XVII.	Reporting
Section XVIII.	Statement of Investment Policy Compliance and Adoption
Section XIX.	Descriptions (Attachments 1-4)

ATTACHMENTS:

Attachment 1	Glossary of Investment Terms
Attachment 2	California Government Code Sections
Attachment 3	Financial Institutions Questionnaire and Certification
Attachment 4	Broker/Dealer Questionnaire and Certification

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

I. POLICY STATEMENT

This Statement of Investment Policy ("Policy" or "Investment Policy"), as set forth by the City of San Buenaventura ("City"), provides the guidelines for prudent investment of the City's cash balances, and outlines the policies essential to ensuring the safety and strength of the City's investment portfolio. This Policy is based on principles of prudent money management and conforms to all applicable federal, state, and local laws governing the investment of public funds, including the State of California Government Code (the "Code" of "California Government Code"). The City of San Buenaventura as a charter city is generally not subject to the requirements of the Code; however, the City Council has determined that adopting and annually reviewing an investment policy is sound financial management and prudent public policy. In instances in which the Policy is more restrictive than Federal or State Law, the Policy will supersede.

It is the policy of the City to invest public funds in a manner which will provide the maximum security of the City's capital while meeting the daily cash flow demands of the City. The City's Investment Policy shall provide for, in the following order of priority:

- Safety of principal
- Liquidity to meet City obligations
- A risk-based market rate of return

II. SCOPE (REFERENCE: CODE SECTIONS 5922(D), 53601(M))

This Investment Policy applies to all investment activities and financial assets of the City, including cash balances held in depository accounts. The funds covered by this Policy are accounted for and incorporated in the City's Comprehensive Annual Financial Report and include:

- The General Fund
- Special Revenue Funds
- Capital Programs Funds
- Debt Service Funds
- Internal Service Funds
- Enterprise Funds
- Fiduciary/Agency Funds

This Policy is generally applicable to bond proceeds; however, pursuant to Code Sections 5922(d) and 53601(m), such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures. Funds held in bond proceeds accounts are reported in the City's Monthly Investment Report. The City's Policy does not apply to funds held in trust in the City's name in pension and other post-retirement benefit programs.

III. PRUDENCE (REFERENCE: CODE SECTIONS 53600.3, 53646, 27000.3)

The standard to be used by City investment staff shall be that of a “prudent person” and shall be applied in the context of managing all aspects of the City’s investment portfolio.

The “prudent investor standard” indicates that investments placed shall be made with a degree of judgment and care, not for speculation, but considering the safety of the monies and acting as a fiduciary of the public trust. The prudent investor standard as set forth in Section 53600.3 of the Code is as follows:

“When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.”

It is the investment philosophy of the City to make investment decisions based on an overall passive management style that embodies a prudent investor standard, and investments are purchased with the intent to hold until maturity. Further guidance related to any sales of investments prior to maturity is provided in Section IX of this Policy.

IV. INVESTMENT OBJECTIVES (REFERENCE: CODE SECTION 53600.5)

It is the policy of the City to invest public funds in a manner which will provide for the preservation of capital while meeting the daily cash flow requirements of the City and attaining a market average rate of return within an acceptable and defined level of risk.

The Policy has three primary objectives in order of priority:

1. **Preservation of Capital (Safety)** – the protection of principal is the foremost consideration when undertaking investment decisions that affect public funds. The objective is to mitigate credit risk and interest rate risk.

CREDIT RISK

Credit Risk is the risk of loss of principal and accrued interest due to the failure of the security issuer. Credit Risk can be mitigated by:

- Limiting investments to the safest types of securities. Nationally recognized ratings services will be utilized wherever possible to scrutinize the creditworthiness of investments.
- Pre-qualifying accountants, auditors, financial institutions, broker/dealers, financial advisors, and other outside consultants with which the City does business.
- Diversifying the investment portfolio so that potential losses are minimized.

INTEREST RATE RISK

Interest rate risk is the risk that the market value of securities will fall due to a rise in general market interest rates. It is the policy of the City to hold individual securities to maturity. Interest rate risk can be mitigated by:

- Holding individual securities to maturity - Structuring the investment portfolio so that securities mature to meet cash flow requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Employing a laddering strategy, as appropriate and as market conditions allow for, whereby staggering maturities of individual securities so the investments come due in increments assuring a stable liquidity pattern.
- Limiting maturities of individual securities and the average maturity of the overall portfolio.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

2. **Liquidity** – the investment portfolio shall remain sufficiently liquid to meet all daily cash flow and operating requirements that may be reasonably expected or anticipated. The City is always required to maintain minimum liquidity of 25%. Cash, cash equivalents, and highly liquid investments that are immediately available and carry minimal interest rate and credit risk must comprise at least 25% of the City's total cash and investment holdings.
3. **Return or Yield** – attain a “market average rate of return” consistent with the primary objectives of safety and liquidity, throughout budgetary and economic cycles, as further defined in the Glossary.

V. DELEGATION OF AUTHORITY (REFERENCE: CODE SECTIONS 41006, 53607, CITY OF SAN BUENAVENTURA MUNICIPAL CODE SECTION 2.327.020)

California Code Section 53607 provides the authority for the legislative body of the local agency to invest the funds of the local agency or delegate that authority to the Treasurer of the local agency. Effective 1997, such delegation is to be reviewed annually and may be renewed by the City Council.

Further, in accordance with the Charter of the City of San Buenaventura, and under authority granted by the City Council in Section 2.327.020 of the City's Municipal Code, and as further allowed and as designated by the City Manager, the Treasurer (typically the Assistant Chief Financial Officer or the Chief Financial Officer) has day-to-day responsibility for investing the unexpended cash in the City Treasury, subject to supervision and constraints established in this Policy.

The Treasurer shall establish written procedures for the operation and management of the City's investment portfolio consistent with this Policy. The procedures should include reference to safekeeping, wire transfer processes, banking service contracts, and collateral or depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in any investment transaction except as provided under the terms of this Policy and the investment procedures established by the Assistant Chief Financial Officer, the Chief Financial Officer, and the City Manager.

VI. ETHICS, PUBLIC TRUST, AND CONFLICTS OF INTEREST (REFERENCE: CODE SECTION 1090, POLITICAL REFORM ACT)

All participants in the investment process shall act as custodians of public funds. Treasury staff shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of public trust.

Elected officials and employees of the City involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions under the Political Reform Act and Government Code Section 1090 et seq. Elected officials and employees shall disclose to the City Manager any material interests in financial institutions that conduct business with the City, and they shall further disclose any personal investment position or financial asset that could be related to the performance of the City's investment program. Elected officials and employees shall subordinate their personal investment transactions to those of the City particularly regarding the time of purchases and sales.

The City has adopted an employee handbook called “Core Ethical Principles to Work By” to encourage high standards of employee behavior, to increase public confidence, and to assist employees with ethical decision-making processes. Additionally, the officers and employees involved in the investment program are required to complete the Fair Political Practices Commission Form 700, Statement of Economic Interests Disclosure, requiring annual disclosure on material financial interests. These same individuals must undergo two hours of Ethics training within one year of employment and every two years thereafter.

All persons, firms, broker/dealers, financial institutions, and advisors providing investment services or bond issue assistance shall disclose to the City Manager and the Treasurer all fee sharing, fee-splitting and commission arrangements with other entities or persons prior to the City agreeing to buy an investment or issue bonds.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS (REFERENCE: CODE SECTION 53601.5, SEC NET CAPITAL RULE 15C3-1)

The City is not permitted to utilize third party broker-dealer accounts for the custody of City funds or securities. Requirements for safekeeping and custody are further described in Section XII. The Treasurer will maintain a list of qualified financial institutions and broker/dealers authorized to transact investment purchases with the City. The financial entities eligible to transact investment business with the City are:

1. Federal Reserve Bank:

Direct purchase of U.S. Treasury Bills, Notes and Bonds using primary government dealers as designated by the Federal Reserve are exempt from quality requirements and are encouraged due to commission or mark-up discounts.

2. Nationally or State Chartered Banks, Savings and Loans and Credit Unions:

The City may purchase investments offered from Banks, Savings and Loans and Credit Unions provided the institutions are:

- Nationally or State Chartered Institutions
- Registered as investment securities dealers
- Ranked in the top 15 percent of institutions within their respective peer group

The signatures of at least three City staff shall be required for the opening and closing of any bank account (Treasury Manager, Assistant Chief Financial Officer, Chief Financial Officer, Assistant City Manager, or City Manager, as the only eligible signatories). Each financial institution that wishes to become a qualified bidder for investment or banking transactions with the City must provide the information requested in the questionnaire attached to this Policy (Attachment 3) and must sign the certification contained in that form.

3. Broker/Dealers:

The City will purchase investments from primary government dealers when possible, however, the Treasurer may use an authorized broker/dealer from the pre-approved list of broker/dealers on record. The Treasurer shall furnish authorized brokers with a revised copy of the Investment Policy on an annual basis.

For a broker/dealer to be considered for placement on the pre-approved list they must comply with the following:

- Show proof of minimum capitalization of \$10,000,000 or more
- Qualify for SEC Rule 15c3-1 (uniform net capital rule) as a primary or regional dealer
- Provide audited financial statements from the two most frequent years, proof of FINRA certification, trading resolution, and proof of State of California registration.
- Provide a written statement certifying that the institution has reviewed the City's Investment Policy and California Government Code Section 53600 et seq. and that all securities offered to the City shall comply fully with all provisions of the City's Policy and the California Government Code.

Moreover, all financial institutions providing investment services should be reputable, trustworthy, knowledgeable, and experienced in public agency investing. The signatures of at least three City staff shall be required for the opening and closing of any broker/dealer account (Treasury Manager, Assistant Chief Financial Officer, Chief Financial Officer, Assistant City Manager, or City Manager as the only eligible signatories). Each broker/dealer that wishes to become a qualified bidder for investment transactions with the City must provide the information requested in the questionnaire attached to this Policy (Attachment 4) and must sign the certification contained in that form. The Treasurer will conduct an annual review of the financial condition and registration of the firms providing investment services to the City.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

VIII. AUTHORIZED AND SUITABLE INVESTMENTS (REFERENCED CALIFORNIA CODE SECTIONS AS DETAILED IN THE ATTACHED TABLE AND INCLUDED IN ATTACHMENT 2)

Investment of City funds shall be maintained within the statutory limits imposed by the California Government Code. Within the investments permitted by the Code, the City seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this Policy and the Code, the more restrictive parameters will take precedence. Selected sections of the Code as referenced in the chart below has been provided in this Policy as Attachment 2. Within the context of these limitations, the following investments are authorized by the City:

AUTHORIZED INVESTMENT	GOVT. CODE	MAX LIMITS	MAX MATURITY	MINIMUM QUALITY	OTHER CONSTRAINTS
Local Agency Investment Fund (LAIF)	16429.1 et seq.	None	N/A	N/A; Not Rated	Subject to LAIF imposed maximum
Ventura County Investment Pool (VCIP)	27133	None	N/A	AA	N/A
Joint Powers Authority Pools	53601(p)	None	N/A	AA	A joint powers authority pool must retain an investment advisor registered with the SEC, have assets under management in excess of \$500 million, and have at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
U.S. Treasury Issues	53601 (b)	No Limit	5 years	None	Notes, bonds, bills
U.S. Agency Issues (GSEs)	53601 (f)	75% of portfolio; 20% single issuer	5 years	None	Federal Agency or U.S. Government sponsored enterprise obligations, participations, or other instruments. Includes: FNMA, GNMA, FHLMC, FHLB, FFCB, FAMCA, TVA.
California Local Agency Obligations	53601(e)	20% of portfolio Single issuer: Lower of 5% of portfolio or: AA: \$5 million A: \$3 million	5 years	A	Local obligations include California based issuing agencies only, subject to 53601(e). The City cannot directly purchase City or affiliate debt securities.
State Issued Obligations —California and Others	53601(c)(d)	20% of portfolio Single issuer: Lower of 5% of portfolio or: AA: \$5 million A: \$3 million	5 years	A	Can include U.S. state obligations issued outside of California, only as permitted in 53601(d).
Certificates of Deposit	53601 (i), 53630 et seq.	20 % of portfolio \$250,000 principal invested, single issuer	5 years	Amounts up to \$250,000 per institution must be insured by the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Association (NCUA).	Issued by nationally or state-chartered banks; savings or federal associations (as defined in Financial Code Section 5102); state or federal credit unions; or federally licensed or state licensed branches of foreign banks.
Medium Term Corporate Notes	53601(k)	20% of portfolio Single issuer: Lower of 5% of portfolio or \$3 million	5 years	A+	Must be issued by a corporation that is organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

AUTHORIZED INVESTMENT	GOVT. CODE	MAX LIMITS	MAX MATURITY	MINIMUM QUALITY	OTHER CONSTRAINTS
Bank Deposits (operating cash) Collateralized or FDIC Insured	53635.2, 53649,53638	No limit	N/A	Satisfactory rating from national bank rating service and Community Reinvestment Act review per Code Section 53635.2. Must be an institution participating in the California Local Agency Security Program, providing for 110% collateralization of public funds.	Amounts up to \$250,000 per institution are insured by the FDIC. Amounts over the insurance limit are subject to collateralization requirements outlined in Section IX and appropriate Code sections.
Supranational Obligations	53601(q)	15% of portfolio Single issuer: Lower of 5% of portfolio or \$10 million	5 Years	AA	Only obligations issued or unconditionally guaranteed by the IBRD, IFC, or IADB (as defined in Glossary).
Money Market Mutual Funds	53601 (l) (2), 53635, 53601.6(b)	15% of portfolio	N/A	Fund must have the highest ranking by not less than 2 NRSRO's.	Must have retained an investment advisor registered or exempt from registration with the SEC with 5 years' experience managing money market funds more than \$500 million.
Commercial Paper	53601(h)(2)(c)	15% of portfolio Single issuer: 5% of portfolio or \$10 million	270 days	Highest letter and number, Prime	Cannot purchase more than 10% of any issuer's outstanding amount.

PROHIBITED PRACTICES AND INVESTMENTS

Federal and state laws notwithstanding, any investment not specifically described herein including, but not limited to: repurchase agreements, reverse repurchase agreements, derivatives, options, futures, zero coupon bonds, inverse floaters, range notes, first mortgages or trust deeds, collateralized mortgage obligations (CMO's), limited partnerships, real estate investments trusts (REIT's), open or closed-end mutual funds, unregulated investment pools, common stock, preferred stock, commodities, precious metals, foreign currency denominated securities, securities with high price volatility, limited marketability (less than three active bidders), and any other speculative investment deemed inappropriate under the prudent investor standard are strictly prohibited. Purchasing debt securities issued by the City or any affiliated legal entity, such as the City of San Buenaventura Public Facilities Financing Authority, is prohibited.

In addition, any investment transaction that might impair public confidence in the City government is to be avoided. Purchasing or selling securities on margin is prohibited. Leveraging or borrowing money for the purpose of investing is specifically prohibited. In addition, the Policy prohibits active trading and speculation, i.e., the purchase of securities with the intent to profit from favorable market changes in market prices or market conditions.

A preformatted template with the City's approved custody/safekeeping agent will be used for all investment wire transfers. Direct wire transfers between the City and brokers/security dealers are prohibited.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

IX. REVIEW OF INVESTMENT PORTFOLIO

The securities held by the City must comply with Section VIII, Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section VIII after the date of purchase, the Treasurer shall review the portfolio monthly to identify those securities no longer in compliance.

If securities owned by City are downgraded to a level below the quality required by this Policy, the Treasurer shall review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio. In addition, the percentage ownership limitations as shown in Section VIII are evaluated at the time of the investment purchase. Should the investment percentages exceed those limitations over time due to unforeseen fluctuations resulting in changes in portfolio values or holdings, the Treasurer will evaluate monthly to determine if corrective action is necessary. Should any other condition arise or exist after the purchase of a security that renders the security out of compliance with the Policy, the Treasurer will evaluate monthly to determine if corrective action is necessary.

The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions, the City's risk preferences, and to address securities that no longer meet the parameters required in Section VIII. However, the City may not engage in active trading or speculation at any time.

X. INVESTMENT POOLS AND MONEY MARKET MUTUAL FUNDS (REFERENCE: CODE SECTIONS 16429.1 ET SEC., 27133, 53601(P), 53601, 53635)

Investment pools and money market mutual funds include the Local Agency Investment Fund (LAIF), the Ventura County Investment Pool (VCIP), the Investment Trust of California (dba, CalTrust), and shares of beneficial interest issued by authorized diversified management companies (money market mutual funds). A thorough investigation of any pool or fund is required prior to the City's investment and on a periodic basis while funds are invested.

INVESTMENT POOLS

Government sponsored investment pools (Pools) are permitted under California Government Code Section 53601 and are an excellent short-term investment option for cash management facilities.

A thorough investigation of the Pool is required prior to investing, and on a continual basis. The investigation will include review of the following items:

- A description of eligible investment securities, and a written statement of investment policy and objectives
- A description of interest calculations and how interest is distributed, and how gains and losses are treated and reported
- A description of how the securities are safeguarded through a third-party safekeeping agent (including settlement processes)
- How often the securities are priced and confirming the program is audited by an external independent auditor with no relationship to the Pool
- A description of who may invest in the program, how often, and what size maximum deposits and withdrawals are allowed
- A schedule for how statements and portfolio listings will be distributed
- How/if reserves, retained earnings, etc. are utilized by the pool/fund
- A fee schedule, and when and how is it assessed
- If the Pool/fund is eligible for bond proceeds and/or will it accept such proceeds

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

The Pool must also publish timely monthly information which will include performance results, portfolio maturity statistics and credit rating, as applicable. The information shall also include a detailed list of investment holdings, including market value, maturity, and credit rating for each security.

MONEY MARKET MUTUAL FUNDS

Money market mutual funds provide a safe, liquid, and diversified investment option for the City's surplus capital; however, certain conditions need to be met both initially and on an ongoing basis. The City is not permitted to invest in mutual funds other than money market mutual funds. Money market mutual funds held by the City may only invest in US Government securities permitted under this Policy and under Code Section 53601 et seq. with final stated maturities of one year or less.

To be an eligible money market investment under this section, the primary objective of the money market, as stated in the fund's prospectus, is to maintain a constant \$1.00 Net Asset Value (NAV). The following additional guidelines include but are not limited to those provided for in Rule 2A-7 of the Investment Company Act and Code Section 56001(l)2:

- Only invests in US Government securities, and the weighted average maturity of the portfolio is less than 60 days
- The fund shall be registered with the SEC
- The fund shall have a minimum of \$500 million in total asset size at time of investment and should not drop below this threshold
- The fund must have retained an investment advisor registered or exempt from registration with the SEC with 5 years' experience managing money market funds more than \$500 million
- The money market shall have attained the highest ranking, or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations (NRSRO) and shall maintain these ratings for the duration of the investment

XI. COLLATERALIZATION (REFERENCE: CODE SECTIONS 53601, 53630, 53649, 53652, 53653, 53656, 53657)

INVESTMENTS

Collateralization will be required on two types of investments: certificates of deposits and repurchase agreements. The City does not permit investments in any form of repurchase agreements, including reverse repurchase agreements. To anticipate market changes and provide a level of security for all funds, the collateralization provided for in Section 53652 is 110% of market value for certificates of deposit. All active and inactive deposits must always be secured with eligible government securities in pools pursuant to Code Sections 53656 and 53657.

The City will only place in a certificate of deposit that amount of principal which is covered by FDIC or NCUA insurance (per Government Code Section 53653).

CASH IN BANK DEPOSITORY ACCOUNTS

Cash in depository accounts must be placed with financial institutions participating in the California Local Agency Security Program, providing for collateralization of public funds invested in government securities, and pursuant to a contract with the depository meeting the requirements of Government Code Section 53649. The financial institution must have also received a satisfactory rating from national bank rating service and from Community Reinvestment Act review per Government Code Section 53635.2.

All active and inactive deposits must always be secured with eligible government securities in securities pools pursuant to Code Sections 53656 and 53657, at 110% of market value per Section 53652. Per 53638 deposits may not exceed bank shareholder equity; total net worth of depository savings or federal association; unimpaired capital and surplus of a credit

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

union; unimpaired capital and surplus of industrial loan companies. The Treasurer may waive collateral for the portion of any deposits insured pursuant to federal law.

Collateral will always be held by an independent third party with whom the City has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. The right of collateral substitution is granted, within the parameters and constraints of this Policy.

XII. SAFEKEEPING AND CUSTODY (REFERENCE: CODE SECTION 53608)

To protect against fraud, embezzlement, or losses caused by a collapse of an individual securities dealer, all securities owned by the City shall be held in safekeeping by a third-party bank trust department, acting as an agent of the city under the terms of a custody agreement. All security transactions entered into by the City shall be conducted on a delivery-versus-payment basis (DVP) through the City's safekeeping bank. Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings. Third-party safekeeping arrangements will be approved by the Treasurer and will be corroborated by a written custodial agreement.

The only exception to the foregoing safekeeping/custody accounts shall be depository accounts and deposits into approved investment Pools as allowed in Section VIII of this Policy.

XIII. DIVERSIFICATION GUIDELINES AND RISKS

The City recognizes diversification as an investment strategy that will mitigate risk in the investment portfolio. The City's investment portfolio shall be diversified to avoid incurring unreasonable and avoidable risks regarding specific investment types, while attaining market average rates. Within investment types, the City shall also maintain a mix of securities to avoid concentrations within individual financial institutions, geographic areas, industry types and maturities.

U.S Treasury securities and authorized pools, and any portfolio or institutional limits shall comply with both the California Government Code and further limitations imposed within this Policy, with specific language relating to each investment type as stated in Section VIII. Except for U.S. Treasury and Agency securities, and authorized agency investment pools, no more than 20% of the City's investment portfolio will be invested in a single security type. No more than 5% of the total investment portfolio may be invested in securities of any single issuer, other than the US Treasury, Government Sponsored Entities (GSEs) or Agencies, and instrumentalities.

XIV. MAXIMUM MATURITIES (REFERENCE: CALIFORNIA CODE SECTION 53601)

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Maturities will be selected based on cash flow projections that facilitate selecting investment maturity dates to match the projected budgeted expenditures.

The longer the maturity of securities, the greater the market volatility. The maximum maturity limit for any given security in the investment portfolio shall not exceed five (5) years. Specific categories of investments, as detailed under the "Authorized and Suitable Investments" Section VIII, may be restricted to a shorter maturity.

The weighted average maturity of the investments portfolio must be less than two and a half (2.5) years. This calculation will be provided in the Monthly Investment Report.

In addition, the Treasurer shall strive to maintain operating cash of an amount no greater than 10% of total City cash and investments, in order to maximize interest earnings while managing liquidity needs.

XV. INTERNAL CONTROLS

The Treasurer will implement and maintain a system of internal investment controls and segregate responsibilities of investment functions in order to prevent fraud, theft, misuse of funds, loss of principal, loss of control over funds, inaccurate reporting, and negligence.

ANNUAL MANAGEMENT REVIEW AND AUDIT

An annual audit of the City's Investment Policy, practices, procedures and portfolio status will be conducted by an independent auditor of all items including, but not limited to, items specified in the Audit Checklist provided in the City's Procedure Manual. This review will provide internal control by assuring compliance with policies and procedures. The auditor will provide the City with written observations and recommendations regarding the adequacy of investment controls. The Treasurer will oversee the implementation of any corrective actions indicated by the auditor in a timely fashion and will provide a written report of those actions to the Chief Financial Officer and the City Manager.

SEGREGATED INVESTMENT EXECUTION, RECORDKEEPING AND REPORTING

An independent member of City staff will record the Treasurer's investment records or confirmations to the City's general ledger. In addition, independent staff will perform the monthly reconciliation of bank, broker/dealer, and safekeeping confirmations.

SECONDARY APPROVAL REQUIRED

The Chief Financial Officer or the Assistant Chief Financial Officer will provide a secondary review and approval for the establishment of investment accounts, broker/dealer and financial institution relationships, all proposed investment transactions, and any agreements or contracts related to investments. The City Manager will be immediately informed of any pending investment transaction that is approved and will have the right to reject any such transaction prior to final trade settlement.

Permitted exceptions to the secondary approval requirement are for investment deposit sweeps and withdrawals to and from LAIF and VCIP, which function as short-term investment sweep accounts. Wires to LAIF and VCIP must be processed through templated wire protocols and conform to the City's wire transfer controls as described herein.

WIRE TRANSFER CONTROLS

All City wire transfers will be executed in accordance with written operating procedures specifying controls required for wire transfers of funds, including the establishment of repetitive ("templated") wires to settle securities transactions. All wire transfers require three Finance officers or employees to initiate, approve, and release each transaction. Two factor authentication is required for each individual to engage in the wire release process, which includes unique passwords, and the use of bank security tokens generating random numerical passwords. Final release of all wires from the City, investment or otherwise, require the approval of either the Chief Financial Officer or the Assistant Chief Financial Officer.

The Treasurer is responsible for ensuring that investment trade settlement occurs in a timely manner and that execution confirmations reflect accurate trade data.

XVI. PERFORMANCE STANDARDS

Subject to the priority of investment objectives in Section IV, this section sets forth the performance standards for the City's investment portfolio. Investment performance is continually monitored and evaluated by the Treasurer. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and liquidity needs.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

The City's investment strategy is passive with investments generally held to call or maturity. The City portfolio shall be compared to a benchmark to determine whether market yields are being achieved. Specifically, the Treasurer shall seek to meet or achieve the rate of return as shown on the average CMT (Constant Maturity Treasury) whose maturity most closely matches the weighted average maturity of the portfolio. In addition, the Treasurer will strive to meet or exceed the annual yield achieved by LAIF. Calculation of the City's return on the investment portfolio for purposes of performance standard comparisons shall not include operating cash or equivalents.

XVII. REPORTING (REFERENCE: CODE SECTIONS 53607 AND 53646(B))

The City Treasurer shall prepare a Monthly Investment Report meeting the requirements of Government Code Sections 53607.

The Treasurer shall submit the Monthly Investment Report to the City Manager and City Council within 30 days following the last day of the month. This report shall disclose information relevant to the risk characteristics of the City's investment portfolio and will allow the City Manager and the City Council to ascertain whether investment activities during the reporting period have deviated from the Policy. The report will include disclosure and analysis of all the City's cash and investment balances, including bond proceeds accounts.

The Monthly Investment Report will include narrative summaries and analyses of the investment portfolio including: discussion of market conditions and portfolio strategy, recent performance and yield statistics, portfolio credit quality and ratings analysis, level of investment earnings, security type and issuer concentration analysis, weighted average maturity analysis, and beginning and ending total investment balances. In addition, the Report will list for each security: (1) the issuer, (2) security type, (3) maturity dates, (4) yield/interest rate, (5) par value, and (6) market value. The report shall include the calculation of the City's return on the investment portfolio, and comparisons to the appropriate benchmarks previously described.

The report shall include a statement denoting the ability of the City to meet its expenditure requirements for the next six months or provide an explanation as to why sufficient money shall, or may, not be available. The report shall also include a statement as to compliance with this Policy or manner in which the portfolio is not in compliance.

So long as the City Council's annual delegation of investment authority to the City Treasurer pursuant to Government Code Section 53607 is effective, the Treasurer shall make the above described monthly report of all investment transactions to the City Council.

XVIII. STATEMENT OF INVESTMENT POLICY COMPLIANCE AND ADOPTION (REFERENCE: CODE SECTION 53646)

The City's Statement of Investment Policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the City Council and any modifications made thereto must be approved the City Council. The City Council has charged the City Manager and designated staff with the responsibility to review and to recommend changes to the Policy.

The Treasurer shall establish written Investment Policy procedures for the operation of the investment program consistent with this Policy. The procedures should include reference to safekeeping, wire transfer agreements and procedures, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the City.

XIX. DESCRIPTIONS

The documents described below are attached to and made a part of this Policy:

1. **GLOSSARY (Attachment 1):** Except as otherwise provided in this Policy, whenever the words defined or described in the Glossary attached to this Policy are used in this Policy, they shall have the same meaning attributed to them in the Glossary; however, if there is a conflict between a definition contained in the Glossary and a definition of those same words in Sections 53600 et. seq. of the Government Code, the definition in the Government code shall govern.
2. **STATE OF CALIFORNIA GOVERNMENT CODE SECTIONS (Attachment 2):** Provides the most relevant sections of the Code pertaining to local agency investment policy regulations, as detailed in the chart of authorized investments in Section VIII.
3. **FINANCIAL INSTITUTION QUESTIONNAIRE AND CERTIFICATION (Attachment 3):** Each financial institution that wishes to become qualified to become a qualified bidder for investment transactions with the City must provide the information requested in the questionnaire and certification form attached to this Policy and must sign the certification contained in that form. The Treasurer may require that the financial institution furnish other information relating to the financial institutions' operations and qualifications.
4. **BROKER/DEALER QUESTIONNAIRE AND CERTIFICATION (Attachment 4):** Each broker/dealer that wishes to become qualified to become a qualified bidder for investment transactions with the City must provide the information requested in the questionnaire and certification form and must sign the certification contained in that form. The Treasurer may require that the broker/dealer furnish other information relating to the broker/dealers' operations and qualifications.

ATTACHMENT 1

GLOSSARY OF INVESTMENT TERMS

AGENCIES: Federal agency securities and/or Government Sponsored Enterprises, which include: Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Farm Credit Bank (FFCB), Federal Agricultural Mortgage Association (Farmer Mac), Government National Mortgage Association (GNMA), and the Tennessee Valley Authority (TVA).

ASKING PRICE: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BOND: A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT: The official annual financial report for the City. It includes government wide and fund financial statements prepared in conformity with Generally Accepted Accounting Principles (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

CONSTANT MATURITY TREASURY (CMT): An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

CURRENT YIELD: The interest paid on an investment expressed as a percentage of the current price of the security.

CUSTODY: A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is the delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

DISCOUNT: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

DISCOUNT SECURITIES: Non interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

DURATION: A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per account.

FEDERAL FUNDS RATE: The rate of interest at which Federal funds are traded. The Federal Reserve through open market operations currently peg this rate.

FEDERAL AGRICULTURAL MORTGAGE CORPORATION: Also known as Farmer Mac or FAMCA, is a stockholder-owned, publicly traded company that was chartered by the United States federal government in 1988 to serve as a secondary market in agricultural loans such as mortgages for agricultural real estate and rural housing.

FEDERAL FARM CREDIT BANK (FFCB): GSE that issues debt securities on behalf of the banks of the Farm Credit System to support rural communities and U.S. agriculture. Established by Congress in 1916 as the authority for certain predecessor entities, the Farm Credit System is the oldest of the Government-sponsored enterprises.

FEDERAL HOME LOAN BANKS (FHLB): Government-sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLBs is to liquefy the housing-related assets of its members who must purchase stock in their district bank.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC): FHLMC is a stockholder-owned, government-sponsored enterprise (GSE) chartered by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing for middle-income Americans. The FHLMC, also known as Freddie Mac, purchases, guarantees, and securitizes mortgages to form mortgage-backed securities.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, or Fannie Mae, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed rate mortgages. FNMA securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D. C., 12 regional banks and about 5,700 commercial banks that are members of the system.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Mortgage-backed securities influencing the volume of affordable housing loans and that are guaranteed by GNMA. Security holder is protected by full faith and credit of the U.S. Government. Underlying mortgages for Ginnie Mae securities include those issued, insured, or guaranteed by the Federal Housing Administration (FHA), the U.S. Department of Veterans Affairs (VA), the U.S. Department of Agriculture's Rural Development (RD), and the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing (PIH). The term "pass throughs" is often used to describe Ginnie Maes.

INVESTMENT TRUST OF CALIFORNIA: In 2005, the CSAC Finance Corporation and the League of California Cities established the Investment Trust of California (CalTRUST) as a Joint Powers Authority in conjunction with public agencies in California for the purpose of pooling and investing local agency funds.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market a security is said to be liquid if the spread between bid and asked prices is narrow and sales of reasonable size can be done at those quotes.

LOCAL AGENCY INVESTMENT FUND (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the California State Treasurer for investment. This program offers California agencies the opportunity to participate in a major diversified portfolio, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer.

MARKET AVERAGE RATE OF RETURN: For purposes of this Policy, the market average rate of return is defined as the average CMT (Constant Maturity Treasury) whose maturity most closely matches the weighted average maturity of the portfolio, or the current period average annual LAIF yield. Such measurements will be undertaken based upon the most recent month's reported data as shown in the Monthly Investment Report.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase - reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer lender to liquidate the underlying securities in the event of default by the seller borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MEDIUM TERM NOTE: For purposes of this Investment Policy, a medium-term note (MTN) refers to a note payable issued by a Corporation that comes with a maturity date that is within five years.

MONEY MARKET MUTUAL FUND: The market in which short term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO): A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See ASKING PRICE and BID.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

PRIMARY DEALER: A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities, broker dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital. As to the City, the prudent investor standard is established by, and specifically described in, California Government Code Section 53600.3. See Section III of this investment policy.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3 1: See uniform net capital rule.

SUPRANATIONALS: A supranational organization is formed by a group of countries through an international treaty with specific objectives such as promoting economic development. Supranational organizations also issue debt in the United States. The most recognized supranational debt is the International Bank for Reconstruction and Development (IBRD or World Bank), International Finance Corporation (IFC) and Inter-American Development Bank (IADB). The City can only invest in the above-named Supranational organizations, as outlined in Section VIII.

TENNESSEE VALLEY AUTHORITY (TVA): is a federally owned corporation in the United States created by congressional charter on May 18, 1933, to provide navigation, flood control, electricity generation, fertilizer manufacturing, and economic development to the Tennessee Valley, a region particularly affected by the Great Depression.

TREASURY BILLS: Non interest bearing U.S. Treasury securities issued as direct obligations of the U.S. Government to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten years.

TREASURY NOTES: Intermediate term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of two to ten years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as non member broker dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

VENTURA COUNTY INVESTMENT POOL (VCIP): The aggregate of all funds from political subdivisions of Ventura County that are placed in the custody of the Treasurer-Tax Collector of Ventura County for investment. This program offers Ventura County agencies the opportunity to participate in a major diversified portfolio, using the investment expertise of the County investment staff at no additional cost to the taxpayer.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ATTACHMENT 2

STATE OF CALIFORNIA GOVERNMENT CODE INVESTMENT POLICY SECTIONS

SECTION 53600 ET SQ.

53600.

As used in this article, "local agency" means county, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.

(Amended by Stats. 1987, Ch. 887, Sec. 2.)

53600.3.

Except as provided in subdivision (a) of Section 27000.3, all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

(Amended by Stats. 1996, Ch. 749, Sec. 4. Effective January 1, 1997.)

53600.5.

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objective of a trustee shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to achieve a return on the funds under its control.

(Amended by Stats. 1996, Ch. 749, Sec. 5. Effective January 1, 1997.)

53600.6.

The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.

(Added by Stats. 1995, Ch. 784, Sec. 13. Effective January 1, 1996.)

53601.

This section shall apply to a local agency that is a city, a district, or other local agency that does not pool money in deposits or investments with other local agencies, other than local agencies that have the same governing body. However, Section 53635 shall apply to all local agencies that pool money in deposits or investments with other local agencies that have separate governing bodies. The legislative body of a local agency having moneys in a sinking fund or moneys in its treasury not required for the immediate needs of the local agency may invest any portion of the moneys that it deems wise or expedient in those investments set forth below. A local agency purchasing or obtaining any securities prescribed in this section, in a negotiable, bearer, registered, or nonregistered format, shall require delivery of the securities to the local agency, including those purchased for the agency by financial advisers, consultants, or managers using the agency's funds, by book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

For purposes of this section, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the local agency. Where this section specifies a percentage limitation for a category of investment, that percentage is applicable only at the date of purchase. Where this section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement or securities lending agreement authorized by this section, that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment:

- (a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.
- (b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (d) Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- (e) Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- (f) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- (g) Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40 percent of the agency's moneys that may be invested pursuant to this section. However, no more than 30 percent of the agency's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this section.

This subdivision does not preclude a municipal utility district from investing moneys in its treasury in a manner authorized by the Municipal Utility District Act (Division 6 (commencing with Section 11501) of the Public Utilities Code).

- (h) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). The entity that issues the commercial paper shall meet the following conditions in either paragraph (1) or (2):

(1) The entity meets the following criteria:

- (A) Is organized and operating in the United States as a general corporation.
- (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
- (C) Has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

(2) The entity meets the following criteria:

- (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
- (B) Has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond.
- (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days or less. Local agencies, other than counties or a city and county, may invest no more than 25 percent of their moneys in eligible commercial paper. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Counties or a city and county may invest in commercial paper pursuant to the concentration limits in subdivision (a) of Section 53635.

- (i) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the moneys are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or a person with investment decision making authority in the administrative office manager's office, budget office, auditor-controller's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

(j)

- (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of securities authorized by this section, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section.
- (2) Investments in repurchase agreements may be made, on an investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlie a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.
- (3) Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:
 - (A) The security to be sold using a reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.
 - (B) The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20 percent of the base value of the portfolio.
 - (C) The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

- (D) Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty using a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

(4)

- (A) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security may be made only upon prior approval of the governing body of the local agency and shall be made only with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.
- (B) For purposes of this chapter, "significant banking relationship" means any of the following activities of a bank:
 - (i) Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness.
 - (ii) Financing of a local agency's activities.
 - (iii) Acceptance of a local agency's securities or funds as deposits.

(5)

- (A) "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.
- (B) "Securities," for purposes of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.
- (C) "Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.
- (D) "Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.
- (E) For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.
- (F) For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

(k) Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section.

(l)

(1) Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by subdivisions (a) to (k), inclusive, and subdivisions (m) to (q), inclusive, and that comply with the investment restrictions of this article and Article 2 (commencing with Section 53630). However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying the purchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily.

(2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.).

(3) If investment is in shares issued pursuant to paragraph (1), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by subdivisions (a) to (k), inclusive, and subdivisions (m) to (q), inclusive, and with assets under management in excess of five hundred million dollars (\$500,000,000).

(4) If investment is in shares issued pursuant to paragraph (2), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

(5) The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include commission that the companies may charge and shall not exceed 20 percent of the agency's moneys that may be invested pursuant to this section. However, no more than 10 percent of the agency's funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1).

(m) Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

- (n) Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- (o) A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of "A" or its equivalent or better for the issuer's debt as provided by an NRSRO and rated in a rating category of "AA" or its equivalent or better by an NRSRO. Purchase of securities authorized by this subdivision shall not exceed 20 percent of the agency's surplus moneys that may be invested pursuant to this section.
- (p) Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:
 - (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.
 - (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive.
 - (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).
- (q) United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section.

(Amended by Stats. 2016, Ch. 366, Sec. 12. Effective January 1, 2017.)

53601.1.

The authority of a local agency to invest funds pursuant to Section 53601 includes, in addition thereto, authority to invest in financial futures or financial option contracts in any of the investment categories enumerated in that section.

(Added by Stats. 1983, Ch. 534, Sec. 3.)

53601.2.

As used in this article, "corporation" includes a limited liability company.

(Added by Stats. 2004, Ch. 118, Sec. 18. Effective January 1, 2005.)

53601.5.

The purchase by a local agency of any investment authorized pursuant to Section 53601 or 53601.1, not purchased directly from the issuer, shall be purchased either from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined by Section 5102 of the Financial Code) or from a brokerage firm designated as a primary government dealer by the Federal Reserve bank.

(Amended by Stats. 2001, Ch. 57, Sec. 2. Effective January 1, 2002.)

53601.6.

A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in inverse floaters, range notes, or mortgage-derived, interest-only strips.

A local agency shall not invest any funds pursuant to this article or pursuant to Article 2 (commencing with Section 53630) in any security that could result in zero interest accrual if held to maturity. However, a local agency may hold prohibited instruments until their maturity dates. The limitation in this subdivision shall not apply to local agency investments in shares of beneficial interest issued by diversified management companies registered under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.) that are authorized for investment pursuant to subdivision (l) of Section 53601.

(Amended by Stats. 2009, Ch. 332, Sec. 68.1. Effective January 1, 2010.)

53601.8.

Notwithstanding any other provision of this code, a local agency that has the authority under law to invest funds, at its discretion, may invest a portion of its surplus funds in deposits at a commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity that assists in the placement of deposits. The following conditions shall apply:

- (a) The local agency shall choose a nationally or state-chartered commercial bank, savings bank, savings and loan association, or credit union in this state to invest the funds, which shall be known as the "selected" depository institution.
- (b) The selected depository institution may use a private sector entity to help place local agency deposits with one or more commercial banks, savings banks, savings and loan associations, or credit unions that are located in the United States and are within the network used by the private sector entity for this purpose.
- (c) The selected depository institution shall request that the local agency inform it of depository institutions at which the local agency has other deposits, and the selected depository institution shall provide that information to the private sector entity.
- (d) Any private sector entity used by a selected depository institution to help place its local agency deposits shall maintain policies and procedures requiring all of the following:
 - (1) The full amount of each deposit placed pursuant to subdivision (b) and the interest that may accrue on each such deposit shall at all times be insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.
 - (2) Every depository institution where funds are placed shall be capitalized at a level that is sufficient, and be otherwise eligible, to receive such deposits pursuant to regulations of the Federal Deposit Insurance Corporation or the National Credit Union Administration, as applicable.
 - (3) At the time of the local agency's investment with a selected depository institution and no less than monthly thereafter, the private sector entity shall ensure that the local agency is provided with an inventory of all depository institutions in which deposits have been placed on the local agency's behalf, that are within the private sector entity's network.
 - (4) Within its network, the private sector entity shall ensure that it does not place additional deposits from a particular local agency with any depository institution identified pursuant to subdivision l as holding that local agency's deposits if those additional deposits would result in that local agency's total amount on deposit at that depository institution exceeding the Federal Deposit Insurance Corporation or the National Credit Union Administration insurance limit.
- (e) If a selected depository uses two or more private sector entities to assist in the placement of a local agency's deposits, the selected depository shall ensure that it does not place additional deposits from a particular local agency with a depository institution if those additional deposits would result in that local agency's total amount on deposit at that depository institution exceeding the Federal Deposit Insurance Corporation or the National Credit Union Administration insurance limit.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

- (f) The selected depository institution shall serve as a custodian for each such deposit.
- (g) On the same date that the local agency's funds are placed pursuant to subdivision (b) by the private sector entity, the selected depository institution shall receive an amount of insured deposits from other financial institutions that, in total, are equal to, or greater than, the full amount of the principal that the local agency initially deposited through the selected depository institution pursuant to subdivision (b).
- (h) Notwithstanding subdivisions (a) to (g), inclusive, a credit union shall not act as a selected depository institution under this section unless both of the following conditions are satisfied:
 - (1) The credit union offers federal depository insurance through the National Credit Union Administration.
 - (2) The credit union is in possession of written guidance or other written communication from the National Credit Union Administration authorizing participation of federally insured credit unions in one or more deposit placement services and affirming that the moneys held by those credit unions while participating in a deposit placement service will at all times be insured by the federal government.
- (i) It is the intent of the Legislature that this section shall not restrict competition among private sector entities that provide placement services pursuant to this section.
- (j) The deposits placed pursuant to this section shall be subject to Section 53638 and shall not, in total, exceed 30 percent of the agency's funds that may be invested for this purpose.
- (k) This section shall become operative on January 1, 2026.

53602.

The legislative body shall invest only in notes, bonds, bills, certificates of indebtedness, warrants, or registered warrants which are legal investments for savings banks in the State, provided, that the board of supervisors of a county may, by a four-fifths vote thereof, invest in notes, warrants or other evidences of indebtedness of public districts wholly or partly within the county, whether or not such notes, warrants, or other evidences of indebtedness are legal investments for savings banks.

(Amended by Stats. 1954, 1st Ex. Sess., Ch. 10.)

53603.

The legislative body may make the investment by direct purchase of any issue of eligible securities at their original sale or after they have been issued.

(Amended by Stats. 1953, Ch. 537.)

53604.

The legislative body may sell, or exchange for other eligible securities, and reinvest the proceeds of, the securities purchased.

(Amended by Stats. 1953, Ch. 537.)

53605.

From time to time, the legislative body shall sell the securities so that the proceeds may be applied to the purposes for which the original purchase money was placed in the sinking fund or the treasury of the local agency.

(Amended by Stats. 1953, Ch. 537.)

53606.

The bonds purchased, which were issued by the purchaser, may be canceled either in satisfaction or sinking fund obligations or otherwise. When canceled, they are no longer outstanding, unless in its discretion, the legislative body holds then uncanceled. While held uncanceled, the bonds may be resold.

(Added by Stats. 1949, Ch. 81.)

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

53607.

The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

(Amended by Stats. 1996, Ch. 749, Sec. 6. Effective January 1, 1997.)

53608.

The legislative body of a local agency may deposit for safekeeping with a federal or state association (as defined by Section 5102 of the Financial Code), a trust company or a state or national bank located within this state or with the Federal Reserve Bank of San Francisco or any branch thereof within this state, or with any Federal Reserve bank or with any state or national bank located in any city designated as a reserve city by the Board of Governors of the Federal Reserve System, the bonds, notes, bills, debentures, obligations, certificates of indebtedness, warrants, or other evidences of indebtedness in which the money of the local agency is invested pursuant to this article or pursuant to other legislative authority. The local agency shall take from such financial institution a receipt for securities so deposited. The authority of the legislative body to deposit for safekeeping may be delegated by the legislative body to the treasurer of the local agency; the treasurer shall not be responsible for securities delivered to and receipted for by a financial institution until they are withdrawn from the financial institution by the treasurer.

(Amended by Stats. 1985, Ch. 983, Sec. 17. Effective September 26, 1985.)

53635.

This section shall apply to a local agency that is a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. However, Section 53601 shall apply to all local agencies that pool money in deposits or investments exclusively with local agencies that have the same governing body.

This section shall be interpreted in a manner that recognizes the distinct characteristics of investment pools and the distinct administrative burdens on managing and investing funds on a pooled basis pursuant to Article 6 (commencing with Section 27130) of Chapter 5 of Division 2 of Title 3.

A local agency that is a county, a city and county, or other local agency that pools money in deposits or investments with other agencies may invest in commercial paper pursuant to subdivision (h) of Section 53601, except that the local agency shall be subject to the following concentration limits:

No more than 40 percent of the local agency's money may be invested in eligible commercial paper. No more than 10 percent of the total assets of the investments held by a local agency may be invested in any one issuer's commercial paper.

Notwithstanding Section 53601, the City of Los Angeles shall be subject to the concentration limits of this section for counties and for cities and counties regarding the investment of money in eligible commercial paper.

53635.2.

As far as possible, all money belonging to, or in the custody of, a local agency, including money paid to the treasurer or other official to pay the principal, interest, or penalties of bonds, shall be deposited for safekeeping in state or national banks, public banks, savings associations, federal associations, credit unions, or federally insured industrial loan companies in this state selected by the treasurer or other official having legal custody of the money; or may be invested in the investments set forth in Section 53601. To be eligible to receive local agency money, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities, including low- and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code. Sections 53601.5 and 53601.6 shall apply to all investments that are acquired pursuant to this section.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

To secure active or inactive deposits a depository shall at all times maintain with the agent of depository eligible securities in securities pools, pursuant to Sections 53656 and 53658, in the amounts specified in this section. Uncollected funds shall be excluded from the amount deposited in the depository when determining the security requirements for the deposits.

- (a) Eligible securities, except eligible securities of the classes described in subdivisions (m) and (p) of Section 53651, shall have a market value of at least 10 percent in excess of the total amount of all deposits of a depository secured by the eligible securities.
- (b) Eligible securities of the class described in subdivision (m) of Section 53651 shall have a market value at least 50 percent in excess of the total amount of all deposits of a depository secured by those eligible securities.
- (c) Eligible securities of the class described in subdivision (p) of Section 53651 shall have a market value of at least 5 percent in excess of the total amount of all deposits of a depository secured by those eligible securities. For purposes of this article, the market value of a letter of credit which is an eligible security under subdivision (p) of Section 53651 shall be the amount of credit stated in the letter of credit.

(Repealed and added by Stats. 1986, Ch. 1132, Sec. 19.)

53638.

- (a) The deposit shall not exceed the shareholder's equity of any depository bank. For the purposes of this subdivision, shareholder's equity shall be determined in accordance with Section 463 of the Financial Code but shall be deemed to include capital notes and debentures.
- (b) The deposit shall not exceed the total of the net worth of any depository savings association or federal association, except that deposits not exceeding a total of five hundred thousand dollars (\$500,000) may be made to a savings association or federal association without regard to the net worth of that depository, if such deposits are insured or secured as required by law.
- (c) The deposit to the share accounts of any regularly chartered credit union shall not exceed the total of the unimpaired capital and surplus of the credit union, as defined by rule of the Commissioner of Business Oversight, except that the deposit to any credit union share account in an amount not exceeding five hundred thousand dollars (\$500,000) may be made if the share accounts of that credit union are insured or guaranteed pursuant to Section 14858 of the Financial Code or are secured as required by law.
- (d) The deposit in investment certificates of a federally insured industrial loan company shall not exceed the total of the unimpaired capital and surplus of the insured industrial loan company.

(Amended by Stats. 2016, Ch. 277, Sec. 12. (AB 2907) Effective January 1, 2017.)

53649.

The treasurer is responsible for the safekeeping of money in his or her custody and shall enter into any contract with a depository relating to any deposit which in his or her judgment is to the public advantage. The depository, and the agent of depository to the extent the agent of depository has been notified of deposits and the amount thereof, are responsible for securing moneys deposited pursuant to such a contract in accordance with Section 53652. One copy of each contract shall be filed with the auditor, controller, secretary, or corresponding officer of the local agency. The contract shall:

- (a) Fix the duration of deposits, if appropriate.
- (b) Fix the interest rate, if any.
- (c) Provide conditions for withdrawal and repayment.
- (d) Provide for placement of pooled securities in a named agent of depository in accordance with Section 53656.
- (e) Grant authority for agent of depository to place securities for safekeeping in accordance with Section 53659.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

- (f) Set forth in accordance with Section 53665 the conditions upon which the administrator shall order pooled securities converted into money for the benefit of the local agency, and the procedure therefor.
- (g) Provide for compliance in all respects with the provisions of this article and other applicable provisions of law.
- (h) Provide, upon notice to the treasurer from the administrator, that a treasurer may withdraw deposits in the event a depository fails to pay the assessments, fines, or penalties assessed by the administrator or may withdraw authorization for the placement of pooled securities in an agent of depository in the event that the agent of depository fails to pay the fines or penalties assessed by the administrator.

(Amended by Stats. 1987, Ch. 841, Sec. 1.)

53653.

When in his or her discretion local conditions so warrant, the treasurer may waive security for the portion of any deposits as is insured pursuant to federal law, notwithstanding this article. For deposits equivalent to and not less than the maximum amount insured pursuant to federal law for which a treasurer has waived security under this section, a treasurer at his or her discretion may also waive security for the interest accrued on the deposits which, when added to the deposits, would cause the sum of the interest and deposits to exceed the maximum amount insured pursuant to federal law, provided that the interest is computed by the depository on the average daily balance of the deposits, paid monthly and computed on a 360-day basis.

(Amended by Stats. 1988, Ch. 156, Sec. 1.)

53654.

- (a) The depository may add securities to the pool or substitute securities of equal value for those in the pool at any time, but shall not interchange classes of security, as defined in Section 53632.5, without prior approval of the treasurer.
- (b) Withdrawal of securities from the pool without replacement at equal value may be ordered only by two duly authorized officers or employees of the depository who satisfy the requirements as may be set by the administrator.
- (c) The agent of depository is responsible for the safekeeping and disbursement of securities placed in its custody by a depository. It shall release securities only upon presentation by the depository of the most reasonably current statement of the total deposits subject to this article held by the depository, such statement to be verified and countersigned by two duly authorized officers, other than those who ordered the withdrawal of securities. A copy of this statement shall be forwarded to the administrator concurrently by the agent of depository.

(Amended by Stats. 1986, Ch. 1132, Sec. 22.)

53655.

A placement of securities by a depository with an agent of depository pursuant to this article shall have the effect of perfecting a security interest in those securities in the local agencies having deposits in that depository notwithstanding provisions of the Uniform Commercial Code to the contrary and notwithstanding that the agent of depository may be the trust department of the depository.

(Repealed and added by Stats. 1969, Ch. 1483.)

53656.

- (a) At the time the treasurer enters into a contract with the depository pursuant to Section 53649, he or she shall authorize the agent of depository designated by the depository, but including the trust department of the depository only when acceptable to both the treasurer and the depository, to hold securities of the depository in accordance with this article to secure the deposit of the local agency.
- (b) Only those trust companies and trust departments, or the Federal Home Loan Bank of San Francisco, which have been authorized by the administrator pursuant to Section 53657 shall be authorized by treasurers to act as agents of depository.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

- (c) The securities are subject to order of the depository in accordance with Section 53654 except when the provisions of subdivision (i) of Section 53661 and Section 53665 are in effect.
- (d) An agent of depository shall not release any security held to secure a local agency deposit in a depository unless the administrator issues an order authorizing the release where either of the following occurs:

- (1) A state or federal regulatory agency has taken possession of the depository.
- (2) A conservator, receiver, or other legal custodian has been appointed for the depository.

(Amended by Stats. 1998, Ch. 1035, Sec. 10. Effective September 30, 1998.)

53657.

- (a) No person shall act as an agent of depository unless that person is a trust company located in this state, the trust department of a bank located in this state, or the Federal Home Loan Bank of San Francisco, and is authorized by the administrator to act as an agent of depository.

(b)

- (1) An application for authorization shall be in such form, shall contain such information, shall be signed in such manner, and shall (if the administrator so requires) be verified in such manner, as the administrator may prescribe.
- (2) The fee for filing an application for authorization with the administrator shall be five hundred dollars (\$500).
- (3) If the administrator finds, with respect to an application for authorization, that the applicant is competent to act as an agent of depository and that it is reasonable to believe the applicant will comply with all applicable provisions of this article and of any regulation or order issued under this article, the administrator shall approve the application. If the administrator finds otherwise, the administrator shall deny the application.
- (4) When an application for authorization has been approved, the applicant shall file with the administrator an agreement to comply with all applicable provisions of this article and of any regulation or order issued under this article. The agreement shall be in such form, shall contain such provisions, and shall be signed in such manner as the administrator may prescribe.
- (5) When an application for authorization has been approved, the applicant has complied with paragraph (4), and all conditions precedent to authorizing the applicant to act as agent of depository have been fulfilled, the administrator shall authorize the applicant to act as agent of depository.

(Amended by Stats. 1996, Ch. 1063, Sec. 82. Effective January 1, 1997.)

53658.

An agent of a depository may hold and pool securities to secure deposits for one or more depositories pursuant to Section 53656 but shall maintain a separate pool for each said depository. Each local agency shall have an undivided security interest in the pooled securities in the proportion that the amount of its deposits bears to the total amount of deposits secured by the pooled securities.

(Amended by Stats. 1970, Ch. 84.)

53659.

Whenever an agent of depository accepts securities pursuant to Section 53656 it may, with the authorization of the depository, place such securities for safekeeping with a Federal Reserve Bank or branch thereof or with any bank located in a city designated as a reserve city by the Board of Governors of the Federal Reserve System or with the Federal Home Loan Bank of San Francisco or with a trust company located in this state. Authority for such placement together with the names of the banks or, including

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

the Federal Home Loan Bank of San Francisco, trust companies to be so used, shall be contained in the contract between the treasurer and the depository required in Section 53649.

(Amended by Stats. 1976, Ch. 349.)

16429.1. LOCAL AGENCY INVESTMENT FUND

- (a) There is in trust in the custody of the Treasurer the Local Agency Investment Fund, which fund is hereby created. The Controller shall maintain a separate account for each governmental unit having deposits in this fund.
- (b) Notwithstanding any other law, a local governmental official, with the consent of the governing body of that agency, having money in its treasury not required for immediate needs, may remit the money to the Treasurer for deposit in the Local Agency Investment Fund for the purpose of investment.
- (c) Notwithstanding any other law, an officer of any nonprofit corporation whose membership is confined to public agencies or public officials, or an officer of a qualified quasi-governmental agency, with the consent of the governing body of that agency, having money in its treasury not required for immediate needs, may remit the money to the Treasurer for deposit in the Local Agency Investment Fund for the purpose of investment.
- (d) Notwithstanding any other law or provision of this section, a local agency, with the approval of its governing body, may deposit in the Local Agency Investment Fund proceeds of the issuance of bonds, notes, certificates of participation, or other evidences of indebtedness of the agency pending expenditure of the proceeds for the authorized purpose of their issuance. In connection with these deposits of proceeds, the Local Agency Investment Fund is authorized to receive and disburse moneys, and to provide information, directly with or to an authorized officer of a trustee or fiscal agent engaged by the local agency, the Local Agency Investment Fund is authorized to hold investments in the name and for the account of that trustee or fiscal agent, and the Controller shall maintain a separate account for each deposit of proceeds.
- (e) The local governmental unit, the nonprofit corporation, or the quasi-governmental agency has the exclusive determination of the length of time its money will be on deposit with the Treasurer.
- (f) The trustee or fiscal agent of the local governmental unit has the exclusive determination of the length of time proceeds from the issuance of bonds will be on deposit with the Treasurer.
- (g) The Local Investment Advisory Board shall determine those quasi-governmental agencies which qualify to participate in the Local Agency Investment Fund.
- (h) The Treasurer may refuse to accept deposits into the fund if, in the judgment of the Treasurer, the deposit would adversely affect the state's portfolio.
- (i) The Treasurer may invest the money of the fund in securities prescribed in Section 16430. The Treasurer may elect to have the money of the fund invested through the Surplus Money Investment Fund as provided in Article 4 (commencing with Section 16470) of Chapter 3.
- (j) Money in the fund shall be invested to achieve the objective of the fund which is to realize the maximum return consistent with safe and prudent treasury management.
- (k) All instruments of title of all investments of the fund shall remain in the Treasurer's vault or be held in safekeeping under control of the Treasurer in any federal reserve bank, or any branch thereof, or the Federal Home Loan Bank of San Francisco, with any trust company, or the trust department of any state or national bank.
- (l) Immediately at the conclusion of each calendar quarter, all interest earned and other increment derived from investments shall be distributed by the Controller to the contributing governmental units or trustees or fiscal agents, nonprofit corporations, and quasi-governmental agencies in amounts directly proportionate to the respective amounts deposited in the Local Agency Investment Fund and the length of time the amounts remained therein. An amount equal to the reasonable costs incurred in carrying out the provisions of this section, not to exceed a maximum of 5 percent

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

of the earnings of this fund and not to exceed the amount appropriated in the annual Budget Act for this function, shall be deducted from the earnings prior to distribution. However, if the 13-week Daily Treasury Bill Rate, as published by the United States Department of the Treasury on the last day of the state's fiscal year is below 1 percent, then the above-noted reasonable costs shall not exceed a maximum of 8 percent of the earnings of this fund for the subsequent fiscal year, shall not exceed the amount appropriated in the annual Budget Act for this function, and shall be deducted from the earnings prior to distribution. The amount of the deduction shall be credited as reimbursements to the state agencies, including the Treasurer, the Controller, and the Department of Finance, having incurred costs in carrying out the provisions of this section.

- (m) The Treasurer shall prepare for distribution a monthly report of investments made during the preceding month.
- (n) As used in this section, "local agency," "local governmental unit," and "local governmental official" includes a campus or other unit and an official, respectively, of the California State University who deposits moneys in funds described in Sections 89721, 89722, and 89725 of the Education Code.

(Amended by Stats. 2014, Ch. 28, Sec. 39. (SB 854) Effective June 20, 2014.), (Amended by Stats. 2008, Ch. 709, Sec. 10.7. Effective January 1, 2009.)

27133 – COUNTY POOLED INVESTMENT FUNDS

In any county that establishes a county treasury oversight committee pursuant to this article, the county treasurer shall annually prepare an investment policy that will be reviewed and monitored by the county treasury oversight committee. The investment policy shall include all of the following:

- (a) A list of securities or other instruments in which the county treasury may invest, according to law, including the maximum allowable percentage by type of security.
- (b) The maximum term of any security purchased by the county treasury.
- (c) The criteria for selecting security brokers and dealers from, to, or through whom the county treasury may purchase or sell securities or other instruments. The criteria shall prohibit the selection of any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to the local treasurer, any member of the governing board of the local agency, or any candidate for those offices.
- (d) Limits on the receipt of honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons with whom the county treasury conducts business by any member of the county treasury oversight committee. These limits may be in addition to the limits set by a committee member's own agency, by state law, or by the Fair Political Practices Commission.
- (e) A requirement that the county treasurer provide the county treasury oversight committee with an investment report as required by the board of supervisors.
- (f) The manner of calculating and apportioning the costs, authorized by Section 27013, of investing, depositing, banking, auditing, reporting, or otherwise handling or managing funds.
- (g) The terms and conditions under which local agencies and other entities that are not required to deposit their funds in the county treasury may deposit funds for investment purposes.
- (h) Criteria for considering requests to withdraw funds from the county treasury, pursuant to Section 27136. The criteria shall include an assessment of the effect of a proposed withdrawal on the stability and predictability of the investments in the county treasury.

(Added by Stats. 1995, Ch. 784, Sec. 10. Effective January 1, 1996.)

ATTACHMENT 3

CITY OF SAN BUENAVENTURA
TREASURY DIVISION

FINANCIAL INSTITUTIONS QUESTIONNAIRE AND CERTIFICATION

1. Firm Name: _____

2. Address: _____

3. Telephone No. (Local): (_____) _____
Telephone No. (National Headquarters): (_____) _____

4. Primary Representative: _____ Manager: _____
Name: _____ Name: _____
Title: _____ Title: _____
Telephone No.: (_____) _____ Telephone No.: (_____) _____

5. What is the total of assets of the Bank/Thrift?: _____

6. What are the current ratios?	Prior year?
Net Worth _____	_____
Tangible Capital _____	_____
Core-based Capital _____	_____
Risk-based Capital _____	_____
Equity-to-Assets _____	_____

7. Has there been a year during the past three years in which the Bank/Thrift did not make profit?

8. What is the education level of the Primary Contact(s)?

9. How many years of related experience does the Primary Contact(s) have?

10. Where is the collateral for Time Deposits of the Bank/Savings and Loan held?

FINANCIAL INSTITUTIONS QUESTIONNAIRE AND CERTIFICATION (CONTINUED)

11. Has there been a period during the past five years when Time Deposits of the Bank/Thrift have not been fully collateralized? If yes, explain.
- _____
12. Describe the precautions taken by your Bank/Thrift to protect the interest of the public when dealing with government agencies as depositors or investors.
- _____
13. What other banking services would you be interested in providing the City of San Buenaventura?
- _____
14. What transaction documents and reports would we receive?
- _____
15. What information would you provide to our Treasurer?
- _____
16. Please provide your entity's most recent certified financial statement.
17. Please provide your Contract of Deposit of Moneys pre signed and sealed by your institution as well as any signature cards that you may require.
18. Please provide your wiring instructions.
- _____

Attached is our Investment Policy. The representatives assigned to the account must acknowledge that they have received, read, and understood the Policy, dated _____ by signing below.

_____ Signature	_____ Name and Title
_____ Signature	_____ Name and Title

(Countersigned by company president or person in charge of government security operations)

NOTE: Completion of this questionnaire is only part of the City of San Buenaventura's Certification process and **DOES NOT** guarantee that the applicant will be approved to do business with the City.

ATTACHMENT 4

CITY OF SAN BUENAVENTURA
TREASURY DIVISION

BROKER/DEALER QUESTIONNAIRE AND CERTIFICATION

Firm Name: _____

CRD Number: _____

Office servicing account: _____

Address: _____

Primary Representative: _____

Please attach bio of primary and secondary representatives covering this account.

Telephone: (_____) _____

Fax: (_____) _____

E-Mail: _____

CRD Number: _____

Secondary Representative or sales assistant: _____

Telephone: (_____) _____

E-Mail: _____

CRD Number: _____

Branch Manager: _____

Telephone: (_____) _____

Is your firm designated as a primary dealer by the Federal Reserve?* _____

If not, does your firm maintain an inventory? (dealer status)* _____

Is the firm registered with the State of _____ State Securities Board?* _____

Is the firm and all its representatives registered with the NASD?* _____

In what market sectors does the account representative specialize?

List three comparable public clients currently working with this representative.

ENTITY NAME	CONTACT	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

*If the answer to any of these questions is no, please explain each separately.
Attach complete delivery instructions.

FISCAL YEAR 2022-23 STATEMENT OF INVESTMENT POLICY (CONTINUED)

BROKER/DEALER QUESTIONNAIRE AND CERTIFICATION (CONTINUED)

Page 2 to be completed by *non-primary broker/dealers only*. All brokers/dealers to complete certification on the following page.

Firm Name: _____ CRD #: _____

Years in business at this location: _____ Total years: _____

What are the market sectors in which you and your firm are involved? Please feel free to provide additional information regarding specialization in any of the following market sectors.

	FIRM INVOLVEMENT	BROKER INVOLVEMENT
US Treasuries	_____	_____
US Agencies	_____	_____
Repo	_____	_____
MBS	_____	_____
CP/BA	_____	_____
Corporate	_____	_____
CD	_____	_____
Other	_____	_____

Has this firm, or the representatives assigned to this account, been subject to a regulatory agency, state or federal investigation for alleged improper, disreputable, unfair or fraudulent activities related to the sale of securities or money market instruments that resulted in a suspension or censure? Is there outstanding litigation that would materially affect the firm's financial stability?

Do you provide any fixed income research and economic commentary? _____

Please attach sample.

What portfolio information to you require from your clients?

Please provide the firm's most recent audited financial statement.

(The City will require an annual financial statement be provided.)

Describe the precautions taken by your firm to protect the interests of the public when dealing with a public entity.

Attached is our Investment Policy. The representatives assigned to the account must acknowledge that they have received, read and understood the Policy, **dated** _____ by signing below.

Signature

Name and Title

Signature

Name and Title

BASIS OF ACCOUNTING AND BUDGETING

The City of Ventura's Basis of Budgeting is the same as the Basis of Accounting in accordance with Generally Accepted Accounting Principles (GAAP), which is described in the following two paragraphs.

The budgets of governmental funds (General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds) are prepared on a modified accrual basis where revenues are recognized when they become measurable and available, and expenditures are recorded when the related liability is incurred; except that principal and interest payments on general long-term debt are recognized when due. Revenue availability criteria are defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (i.e., sixty days after fiscal year-end).

Budgets for proprietary funds (Internal Service Funds and Enterprise Funds) and fiduciary funds (RDA Successor Agency) are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred.

FUND BALANCE

Fund Balance reflects the net financial resources of a fund – in other words, assets minus liabilities – in similar terms, dollars available to spend. If some of the fund's resources are not available to spend this would be indicated by "restricting" or "reserving" a portion of fund balance.

The Governmental Accounting Standard Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions, is effective for fiscal years beginning after June 15, 2010. The objective of the statement is to improve the usefulness and understandability of governmental fund balance information. The statement provides clearly defined categories of fund balance to make the nature and extent of the constraints placed on a government's fund balance more transparent.

The GASB 54 classifications of fund balance are as follows:

- **Nonspendable** – The net current financial resources that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. Generally, not in spendable form means that an item is not expected to be converted to cash – examples include inventory, prepaid amounts, long-term amounts of loans and notes receivable and property acquired for resale.
- **Restricted** – The portion of fund balance on which constraints have been placed by creditors, grantors, contributors, laws, or regulations of other governments, constitutional provisions, or enabling legislation.
- **Committed** – The portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision-making authority – the City Council. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same action it employed to previously commit the amounts.
- **Assigned** – The portion of fund balance that is intended to be used for specific purposes but is neither restricted nor committed.
- **Unassigned** – The portion of fund balance that represents amounts that are not nonspendable, restricted, committed or assigned to specific purposes

GASB 54 classification is only required for governmental funds; therefore, no presentation is included on Internal Service Fund or Agency Fund – those balances are fully restricted by their individual purposes.

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APPENDICES

RESOLUTION NO. 2022-037

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN BUENAVENTURA, CALIFORNIA, ADOPTING THE
OPERATING BUDGET AND CAPITAL IMPROVEMENT
BUDGET FOR FISCAL YEAR 2022-23 AND ESTABLISHING
ANNUAL APPROPRIATION LIMITS REQUIRED BY ARTICLE
XIII B OF THE CALIFORNIA CONSTITUTION**

WHEREAS, with respect to the Fiscal Year 2022-23 Operating Budget:

- A. By memorandum dated April 28, 2022, a copy of which is on file in the Office of the City Clerk, the City Manager submitted to the City Council the Proposed Operating budget for the City of San Buenaventura for the fiscal year ("FY") 2022-23, commencing on July 1, 2022; and,
- B. The City Council conducted a public hearing on June 13, 2022, and prior to that public hearing, held three budget meetings on January 24, May 3, and May 23, 2022; and,
- C. All other proceedings preliminary to the adoption of the Operating Budget have been completed in conformance with Article XII. "Fiscal Administration," Sections 1204 through 1209 of the City Charter; and,
- D. The total FY 2022-23 City Budget proposed for adoption is \$398,287,740, of which the Operating Budget is \$275,151,392.

WHEREAS, with regard to the FY 2022-23 Capital Improvement Budget:

- A. By memorandum dated January 20, 2022, a copy of which is on file in the Office of the City Clerk, the City Manager also submitted to the City Council the Proposed Capital Improvement Plan for the City of San Buenaventura for the FY 2022-23, commencing July 1, 2022; and,
- B. The City Council conducted capital project meetings on January 24, and February 28, 2022, with a public hearing conducted on March 28, 2022; and,
- C. All other proceedings preliminary to the adoption of the Capital Improvement Budget have been completed in conformance with the provisions of Section 1206(b) of the City Charter; and,

CA-0952

- D. The annual Capital Improvement Budget is based upon the 2023-2027 Five-Year Capital Improvement Project (CIP) Plan adopted by the City Council on March 28, 2022; and,
- E. Pursuant to the California Government Code and the San Buenaventura Municipal Code, the Planning Commission of the City of San Buenaventura determined on March 23, 2022, that the projects included in the CIP Plan fiscal years 2023 through 2027 were consistent with the General Plan; and,
- F. The FY 2022-23 Capital Improvement Budget is proposed for adoption in the amount of \$123,136,348.

WHEREAS, per the Appropriation Limitation Calculation:

- A. Subject to certain exceptions, Article XIII B of the California Constitution ("Article XIII B") places a limitation on the annual appropriations from the proceeds of taxes, as well as on certain state subventions to the City's appropriations for the prior year, adjusted for changes in the cost of living and changes in the City's population. Consequently, for fiscal years after July 1, 1990, the Appropriations Limit for the City is the limit for FY 1986-87, adjusted for the changes between FY 1986-87 and the year immediately prior to the current fiscal year; and,
- B. Division 9 of the Government Code, commencing with Government Code Section 7900, implements the provision of Article XIII B and requires the City Council to adopt a resolution establishing the City's Appropriation Limit for the forthcoming fiscal year prior to the commencement of that fiscal year, which resolution must be adopted at a duly noticed public meeting and must be based on documentation made available to the public at least 15 days prior to the adoption of the resolution; and,
- C. To determine the City's Appropriation Limit in a manner provided for by the State Constitution and the Government Code, the City Council notes that the City's appropriation limit for the City's previous fiscal year was \$184,313,001; and,
- D. The City Council also determines that the change in the per capita cost of living and change in the city's population increased as follows:

Change in the per capita cost of living	7.55%
Change in the county's population	-0.64%

- E. Based on the foregoing determination, the City Council establishes the City's appropriation limit for fiscal year 2022-23 to be \$196,956,873. Documentation used in establishing the City's Appropriation Limit was made available for public review in the Finance and Technology Department and in the Office of the City Clerk at least 15 days prior to the date of this Resolution.

WHEREAS, with regard to the Fiscal Year Appropriation Carryover, the completion of City work does not necessarily coincide with the fiscal year end of term, and as such, work is in progress, contracts are in process, or other work may be delayed beyond the fiscal year's end of June 30th.

NOW THEREFORE, the City Council of the City of San Buenaventura does hereby resolve, find, determine, and order as follows:

Section 1. The Operating Budget for FY 2022-23 as submitted to the City Council is hereby approved and adopted.

Section 2. The Capital Improvement Budget for FY 2022-23 as submitted to the City Council is hereby approved and adopted.

Section 3. The re-allocation of CIP appropriations between projects within the same fund, when approved by a department director, is hereby authorized.

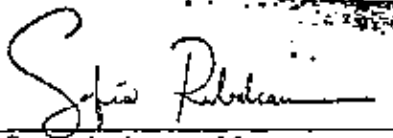
Section 4. Based on the foregoing determinations of the City's Appropriation Limit for fiscal year 2022-23, the City's Appropriation Limit for fiscal year 2022-23 is established at \$196,956,873.

Section 5. Subject to the approval of the Chief Financial Officer (AP&P 14.7.7.A) and provided funds are available, the appropriations may be carried over from FY 2021-22 to 2022-23 for authorized capital projects not to exceed full project appropriation, and other special operating needs; therefore, effective June 30, 2022, before closing the City's financial accounting records for the fiscal year,


1. The carryover to the General Fund, ISF Funds, Special Revenue Funds and other specified City funds are appropriated from the budget for fiscal year 2021-22 for use in FY 2022-23.
2. The unspent capital project appropriations remaining in the budget for fiscal year 2021-22 may be carried over for use in FY 2022-23, not to exceed full project appropriation.
3. Any unexpired grant funds remaining in the budget for fiscal year 2021-22 may be carried over for use in FY 2022-23.

Section 6. As the Successor Agency for the housing obligations for the former Redevelopment Agency of the City of San Buenaventura, the City Council makes the finds and determinations set forth in Exhibit "A" attached hereto and made a part hereof.


PASSED AND ADOPTED this 13th day of June 2022.


Sofia Rubalcava, Mayor

ATTEST:


Michael MacDonald, CMC
City Clerk

APPROVED AS TO FORM
Andrew Heglund, City Attorney


Andrew Heglund
City Attorney

6/8/2022
Date

EXHIBIT “A”

FINDINGS AND DETERMINATIONS AS THE HOUSING SUCCESSOR AGENCY

FINDINGS:

1. Pursuant to California Redevelopment Law (Health & Safety Code Section 33000 *et seq.*) the City of San Buenaventura, California as the housing successor to the former Redevelopment Agency of the City of San Buenaventura (“Successor Agency”) is required to establish a fund for the purpose of increasing, improving, and preserving the community’s supply of low and moderate income housing available at affordable housing cost using Low and Moderate Income funds; and,
2. The Successor Agency has established Low and Moderate Income Housing Funds for the purpose of increasing, improving, and preserving the community’s supply of low and moderate income housing in the City’s former project areas; and,
3. The City of San Buenaventura’s General Plan Housing Element provides substantial evidence that there is a significant need for affordable housing throughout the City of San Buenaventura; and,
4. Affordable housing development opportunities are not confined to the Successor Agency’s former Project Areas but instead are found throughout the entire community of San Buenaventura; and,
5. The California Health and Safety Code provides authority for expending Redevelopment Low-Moderate Income Housing funds throughout the community without limit as to project area boundaries if the use of such funds will be of benefit to the project areas.

DETERMINATIONS:

1. Expenditures of Low-Moderate Income Housing funds outside the Successor Agency’s former Project Areas are necessary and reasonable and will be of benefit to the project areas.
2. The expenditure of the former Project Areas Low-Moderate Income Housing funds anywhere in the City of San Buenaventura, including areas inside and outside of the former Project Areas, is hereby authorized.

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF SAN BUENAVENTURA)


I, Michael B. MacDonald, City Clerk of the City of San Buenaventura, DO
HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution
No. 2022-037 which was duly and regularly passed and adopted by said City
Council at a regular meeting held June 13, 2022, by the following vote:

AYES: Councilmembers Sanchez- Palacios, Brown, Halter, Friedman,
Deputy Mayor Schroeder, and Mayor Rubalcava

NOES: Councilmember Johnson

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official
seal of the City of San Buenaventura, California.



Michael B. MacDonald, City Clerk
City of San Buenaventura, California

6/22/2022
Date Attested



APPENDIX B - DEBT LIMIT AND SCHEDULE

LEGAL DEBT MARGIN

Under California State law, the City has a legal debt limitation not to exceed 15% of the total assessed valuation of taxable property within the City boundaries. In accordance with the California Government Section 4.3605, the City's general obligation bonds are subject to the legal debt limit. With no outstanding debt subject to the legal debt limit and a legal debt limit of \$703,732,866, the City is not at risk of exceeding its legal debt limit.

Computation of Legal Debt Margin as of June 30, 2021

Gross Assessed Valuation ¹	\$	18,766,209,747
Adjusted Assessed Valuation: 25% of Gross Assessed Valuation ²	\$	4,691,552,437
Debt Limit: 15% of Adjusted Assessed Valuation	\$	703,732,866
Less Outstanding Debt (Subject to Legal Debt Limit)	\$	-
Legal Debt Limit	\$	703,732,866

The City of Ventura has maintained excellent ratings for many years. The City's bond ratings as of the date of issuance are as follows:

YEAR	DEBT TYPE	PURPOSE	STANDARD & POORS
2021	Certificates of Participation, Series 2021A	Refund a portion of the 2007 Series E, 2010 Series F, and 2012 Series A	AA
2021	Certificates of Participation, Series 2021B	Refund a portion of the 2007 Series E, 2010 Series F, and 2012 Series A	AA
2020	Refunding Water Revenue Bonds	Refund Safe Drinking Water Loan, Water 2012 Series B, and portion of Water 2012 Series A	AA
2020	Refunding Wastewater Revenue Bonds	Refund a portion of Wastewater 2012 Series B and Wastewater 2014 Series C	AA
2014	Certificates of Participation, Wastewater & Water Series 2014C	Refund Series & Fund Multiple Capital Improvements	AA
2012	Certificates of Participation, Water Series 2012A	Refund Series 2004 COPs	AA
2012	Certificates of Participation, Wastewater Series 2012B	Refund 2004 Wastewater Revenue COPs	AA-

REDEVELOPMENT SUCCESSOR AGENCY (RDA)

YEAR	DEBT TYPE	PURPOSE	STANDARD & POORS
2008	RDA, Tax Allocation Bonds	Refunding line of credit	A
2003	RDA, Tax Allocation Bonds	Refunding line of credit	A

Standard & Poor's top four bond rating categories (AAA,AA,A,BBB) generally are regarded as eligible for bank investment (AAA is the highest rating)

- 1 Ventura County Tax Assessor's Office as reported in the City of Ventura Comprehensive Annual Financial Report for the FY ended June 30, 2021, p. 132
- 2 The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation. However, this provision was enacted when assessed valuation was based upon 25% of market value. Each parcel is assessed at 100% of market value (as of the most recent change in ownership for that parcel). The computations shown below reflect a conversion of assessed valuation data for each fiscal year from the current full valuation perspective to the 25% level that was in effect at the time that the legal debt margin was enacted by the State of California for local governments located within the state.

APPENDIX B - DEBT LIMIT AND SCHEDULE (CONTINUED)

REVENUE BONDS

WASTEWATER FUND	OUTSTANDING AT JUNE 30, 2021
2020 Refunding Wastewater Revenue Bonds were issued to refund most of the outstanding 2012 and 2014 Wastewater Revenue Bonds. These bonds were originally issued to undertake capital improvements to the wastewater system including disinfection facility improvements, dewatering equipment replacement, and sewer line replacements.	\$38.3 million
WATER FUND	OUTSTANDING AT JUNE 30, 2021
2020 Refunding Water Revenue Bonds were issued to refund most of the outstanding 2012 and 2014 Water Revenue Bonds. These bonds were originally issued to undertake capital improvements to the water system including pipeline replacement and repair, construction of groundwater wells, installation of new pump station equipment, storage tank improvements, and water meter system upgrades.	\$67.7 million
TOTAL REVENUE BONDS	\$106 MILLION

CERTIFICATES OF PARTICIPATION

GENERAL GOVERNMENT	OUTSTANDING AT JUNE 30, 2021
2021 Refunding Certificates of Participation Series A and B were issued to refund outstanding 2007 and 2010 Certificates of Participation. The 2007 Certificates of Participation were issued for the acquisition of a public parking structure, public park improvements, and refunding previous debt for street improvements in the City's downtown and construction of a public parking structure. The 2010 Certificates of Participation refunded a series of earlier outstanding Certificates of Participation that were used for improvements to the City Corporate Yard, City Hall Annex, City Aquatic Center, City golf courses and City Hall.	\$21 million
TOTAL CERTIFICATES OF PARTICIPATION	\$21 MILLION
TOTAL OUTSTANDING DEBT OBLIGATIONS	\$127 MILLION

APPENDIX B - DEBT LIMIT AND SCHEDULE (CONTINUED)

COMBINED DEBT SCHEDULE

DEBT DESCRIPTION	OUTSTANDING AT 6/30/21	FY 2021-22 PRINCIPAL	FY 2021-22 INTEREST	FY 2021-22 TOTAL DEBT SERVICE	OUTSTANDING AT 6/30/22	FY 2022-23 PRINCIPAL	FY 2022-23 INTEREST	FY 2022-23 TOTAL DEBT SERVICE	OUTSTANDING AT 6/30/23
WATER FUND									
Water Series 2012A Revenue COP	\$3,955,000	\$970,000	\$109,425	\$1,079,425	\$2,985,000	\$1,000,000	\$80,011	\$1,080,011	\$1,985,000
2020 Refunding Water Revenue Bonds	\$63,750,000	\$2,035,000	\$1,332,253	\$3,367,253	\$61,715,000	\$2,045,000	\$1,323,034	\$3,368,034	\$59,670,000
SUBTOTAL WATER DEBT	\$67,705,000	\$3,005,000	\$1,441,677	\$4,446,677	\$64,700,000	\$3,045,000	\$1,403,045	\$4,448,045	\$61,655,000
WASTEWATER FUND									
Wastewater Series 2012B Revenue COP	\$775,000	\$775,000	\$31,000	\$806,000	\$-	\$-	\$-	\$-	\$-
Wastewater Series 2014C Revenue COP	\$485,000	\$155,000	\$17,850	\$172,850	\$330,000	\$160,000	\$13,200	\$173,200	\$170,000
Wastewater Series 2020 Refunding	\$37,120,000	\$430,000	\$791,942	\$1,221,942	\$36,690,000	\$1,235,000	\$789,779	\$2,024,779	\$35,455,000
SUBTOTAL WASTEWATER DEBT	\$38,380,000	\$1,360,000	\$840,792	\$2,200,792	\$37,020,000	\$1,395,000	\$802,979	\$2,197,979	\$35,625,000
TOTAL WATER AND WASTEWATER DEBT	\$106,085,000	\$4,365,000	\$2,282,469	\$6,647,469	\$101,720,000	\$4,440,000	\$2,206,024	\$6,646,024	\$97,280,000
GENERAL GOVERNMENT									
CERTIFICATES OF PARTICIPATION									
2021 Series A Refunding	\$8,100,000	\$-	\$334,041	\$334,041	\$8,100,000	\$-	\$384,200	\$384,200	\$8,100,000
2021 Series B Refunding	\$12,850,000	\$1,815,000	\$95,645	\$1,910,645	\$11,035,000	\$1,805,000	\$104,418	\$1,909,418	\$9,230,000
SUBTOTAL CERTIFICATES OF PARTICIPATION DEBT	\$20,950,000	\$1,815,000	\$429,685	\$2,244,685	\$19,135,000	\$1,805,000	\$488,618	\$2,293,618	\$17,330,000
TOTAL GENERAL GOVERNMENT COPS & LOANS	\$20,950,000	\$1,815,000	\$429,685	\$2,244,685	\$19,135,000	\$1,805,000	\$488,618	\$2,293,618	\$17,330,000
TOTAL LONG TERM DEBT OF THE CITY OF VENTURA	\$127,035,000	\$6,180,000	\$2,712,155	\$8,892,155	\$120,855,000	\$6,245,000	\$2,694,642	\$8,939,642	\$114,610,000

Source: City of Ventura Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021, pp 58-65

APPENDIX B - DEBT LIMIT AND SCHEDULE (CONTINUED)

DEBT SERVICE OBLIGATION (FUND 21) PRINCIPAL AND INTEREST PAYMENTS THROUGH MATURITY

FISCAL YEAR	2021 SERIES A REFUNDING (TAXABLE)		2021 SERIES B REFUNDING (TAXABLE)		TOTAL	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
FY 2021-22	-	334,041	1,815,000	95,645	1,815,000	429,685
FY 2022-23	-	384,200	1,805,000	104,418	1,805,000	488,618
FY 2023-24	-	384,200	1,810,000	95,740	1,810,000	479,940
FY 2024-25	-	384,200	1,825,000	83,738	1,825,000	467,938
FY 2025-26	-	384,200	1,840,000	66,774	1,840,000	450,974
FY 2026-27	-	384,200	1,865,000	44,346	1,865,000	428,546
FY 2027-28	-	384,200	1,890,000	16,065	1,890,000	400,265
FY 2028-29	1,905,000	336,575	-	-	1,905,000	336,575
FY 2029-30	2,000,000	238,950	-	-	2,000,000	238,950
FY 2030-31	2,115,000	136,075	-	-	2,115,000	136,075
FY 2031-32	1,360,000	56,000	-	-	1,360,000	56,000
FY 2032-33	720,000	14,400	-	-	720,000	14,400
TOTAL	\$8,100,000	\$3,421,241	\$12,850,000	\$506,725	\$20,950,000	\$3,927,965

WATER FUND (FUND 52) PRINCIPAL AND INTEREST PAYMENTS THROUGH MATURITY

FISCAL YEAR	WATER SERIES 2012A REVENUE COP		WATER SERIES 2020 REFUNDING		TOTAL	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
FY 2021-22	970,000	109,425	2,035,000	1,332,253	3,005,000	1,441,677
FY 2022-23	1,000,000	80,011	2,045,000	1,323,034	3,045,000	1,403,045
FY 2023-24	1,040,000	47,759	2,050,000	1,311,684	3,090,000	1,359,443
FY 2024-25	945,000	15,404	2,190,000	1,296,268	3,135,000	1,311,672
FY 2025-26	-	-	2,440,000	1,277,610	2,440,000	1,277,610
FY 2026-27	-	-	2,465,000	1,249,086	2,465,000	1,249,086
FY 2027-28	-	-	2,500,000	1,216,573	2,500,000	1,216,573
FY 2028-29	-	-	2,535,000	1,178,598	2,535,000	1,178,598
FY 2029-30	-	-	2,580,000	1,137,556	2,580,000	1,137,556
FY 2030-31	-	-	2,625,000	1,093,206	2,625,000	1,093,206
FY 2031-32	-	-	2,675,000	1,042,832	2,675,000	1,042,832
FY 2032-33	-	-	2,725,000	988,824	2,725,000	988,824
FY 2033-34	-	-	2,785,000	931,081	2,785,000	931,081
FY 2034-35	-	-	2,845,000	869,282	2,845,000	869,282
FY 2035-36	-	-	2,910,000	804,729	2,910,000	804,729
FY 2036-37	-	-	2,990,000	725,373	2,990,000	725,373
FY 2037-38	-	-	3,070,000	643,836	3,070,000	643,836
FY 2038-39	-	-	3,155,000	560,117	3,155,000	560,117
FY 2039-40	-	-	3,240,000	474,080	3,240,000	474,080
FY 2040-41	-	-	3,330,000	385,725	3,330,000	385,725
FY 2041-42	-	-	3,425,000	293,251	3,425,000	293,251
FY 2042-43	-	-	3,520,000	198,139	3,520,000	198,139
FY 2043-44	-	-	3,615,000	100,389	3,615,000	100,389
TOTAL	\$3,955,000	\$252,598	\$63,750,000	\$20,433,525	\$67,705,000	\$20,686,123

APPENDIX B - DEBT LIMIT AND SCHEDULE (CONTINUED)

WASTEWATER FUND (FUND 51) PRINCIPAL AND INTEREST PAYMENTS THROUGH MATURITY

FISCAL YEAR	WASTEWATER SERIES 2012B REVENUE COP		WASTEWATER SERIES 2014C REVENUE COP		WASTEWATER SERIES 2020 REFUNDING		TOTAL	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
FY 2021-22	775,000	31,000	155,000	17,850	430,000	791,942	1,360,000	840,792
FY 2022-23	-	-	160,000	13,200	1,235,000	789,779	1,395,000	802,979
FY 2023-24	-	-	170,000	6,800	1,240,000	782,307	1,410,000	789,107
FY 2024-25	-	-	-	-	1,430,000	772,363	1,430,000	772,363
FY 2025-26	-	-	-	-	1,440,000	759,464	1,440,000	759,464
FY 2026-27	-	-	-	-	1,455,000	741,910	1,455,000	741,910
FY 2027-28	-	-	-	-	1,480,000	721,991	1,480,000	721,991
FY 2028-29	-	-	-	-	1,500,000	698,770	1,500,000	698,770
FY 2029-30	-	-	-	-	1,525,000	673,735	1,525,000	673,735
FY 2030-31	-	-	-	-	1,550,000	646,758	1,550,000	646,758
FY 2031-32	-	-	-	-	1,580,000	617,013	1,580,000	617,013
FY 2032-33	-	-	-	-	1,610,000	585,113	1,610,000	585,113
FY 2033-34	-	-	-	-	1,650,000	550,997	1,650,000	550,997
FY 2034-35	-	-	-	-	1,685,000	514,384	1,685,000	514,384
FY 2035-36	-	-	-	-	1,725,000	476,151	1,725,000	476,151
FY 2036-37	-	-	-	-	1,770,000	429,110	1,770,000	429,110
FY 2037-38	-	-	-	-	1,815,000	380,843	1,815,000	380,843
FY 2038-39	-	-	-	-	1,870,000	331,348	1,870,000	331,348
FY 2039-40	-	-	-	-	1,915,000	280,353	1,915,000	280,353
FY 2040-41	-	-	-	-	1,970,000	228,131	1,970,000	228,131
FY 2041-42	-	-	-	-	2,025,000	173,424	2,025,000	173,424
FY 2042-43	-	-	-	-	2,080,000	117,189	2,080,000	117,189
FY 2043-44	-	-	-	-	2,140,000	59,428	2,140,000	59,428
TOTAL	\$775,000	\$31,000	\$485,000	\$37,850	\$37,120,000	\$12,122,504	\$38,380,000	\$12,191,354

APPENDIX B - DEBT LIMIT AND SCHEDULE (CONTINUED)

DEBT SCHEDULE OF THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF SAN BUENAVENTURA

DEBT DESCRIPTION	OUTSTANDING AT 6/30/21	FY 2021-22 PRINCIPAL	FY 2021-22 INTEREST	FY 2021-22 TOTAL DEBT SERVICE	OUTSTANDING AT 6/30/22	FY 2022-23 PRINCIPAL	FY 2022-23 INTEREST	FY 2022-23 TOTAL DEBT SERVICE	OUTSTANDING AT 6/30/23
REDEVELOPMENT SUCCESSOR AGENCY									
2003 RDA, Tax Allocation Bonds	3,080,000	390,000	121,338	511,338	2,690,000	405,000	104,941	509,941	2,285,000
2008 RDA, Tax Allocation Bonds	5,930,000	295,000	453,659	748,659	5,635,000	315,000	431,731	746,731	5,320,000
TOTAL LONG TERM DEBT OF THE SUCCESSOR AGENCY	9,010,000	685,000	574,997	1,259,997	8,325,000	720,000	536,672	1,256,672	7,605,000

Source: City of Ventura Comprehensive Annual Financial Report for the FY ended June 30, 2021, pp 82-83

REDEVELOPMENT OBLIGATION RETIREMENT (FUND 85) PRINCIPAL AND INTEREST PAYMENTS THROUGH MATURITY

FISCAL YEAR	2003 RDA TAX ALLOCATION BOND		2008 RDA TAX ALLOCATION BOND		TOTAL	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
FY 2021-22	390,000	121,338	295,000	453,659	685,000	574,997
FY 2022-23	405,000	104,941	315,000	431,731	720,000	536,672
FY 2023-24	420,000	87,925	340,000	407,138	760,000	495,063
FY 2024-25	440,000	69,913	240,000	384,663	680,000	454,575
FY 2025-26	455,000	50,894	260,000	365,288	715,000	416,181
FY 2026-27	475,000	31,131	280,000	344,363	755,000	375,494
FY 2027-28	495,000	10,519	300,000	321,888	795,000	332,406
FY 2028-29	-	-	695,000	283,331	695,000	283,331
FY 2029-30	-	-	220,000	247,600	220,000	247,600
FY 2030-31	-	-	240,000	229,200	240,000	229,200
FY 2031-32	-	-	260,000	209,200	260,000	209,200
FY 2032-33	-	-	280,000	187,600	280,000	187,600
FY 2033-34	-	-	300,000	164,400	300,000	164,400
FY 2034-35	-	-	325,000	139,400	325,000	139,400
FY 2035-36	-	-	350,000	112,400	350,000	112,400
FY 2036-37	-	-	380,000	83,200	380,000	83,200
FY 2037-38	-	-	410,000	51,600	410,000	51,600
FY 2038-39	-	-	440,000	17,600	440,000	17,600
TOTAL	3,080,000	476,659	5,930,000	4,434,259	9,010,000	4,910,919

APPENDIX C - GANN LIMITS

GANN APPROPRIATIONS LIMIT

The Gann Limit was approved on November 6, 1979 by California voters. Under the Gann Limit, a maximum amount is established for tax-funded government services. That amount is to be adjusted each year depending on changes in population, inflation, and the transfer of financial responsibility for various government activities from one level of government to another. Any significant amount of state tax revenue received above that Gann Limit is to lead to future tax rebates or tax cuts.

GANN LIMIT CALCULATION

The appropriations spending limit is calculated using the following formula:

1. Population percentage change (City or County) x price increase/decrease factor = ratio of change
2. Ratio of change x FY 2021-22 spending limit = FY 2022-23 spending limit.

The FY 2021-22 Appropriations Limit was \$184,313,001. For FY 2022-23's Appropriation Limit calculation, the data used for the County's population increase was -0.64% and the Per Capita Cost of Living Change as reported by the California Department of Finance was 7.55%. Based on the above formula, the appropriations spending limit for FY 2021-22 is calculated as follows:

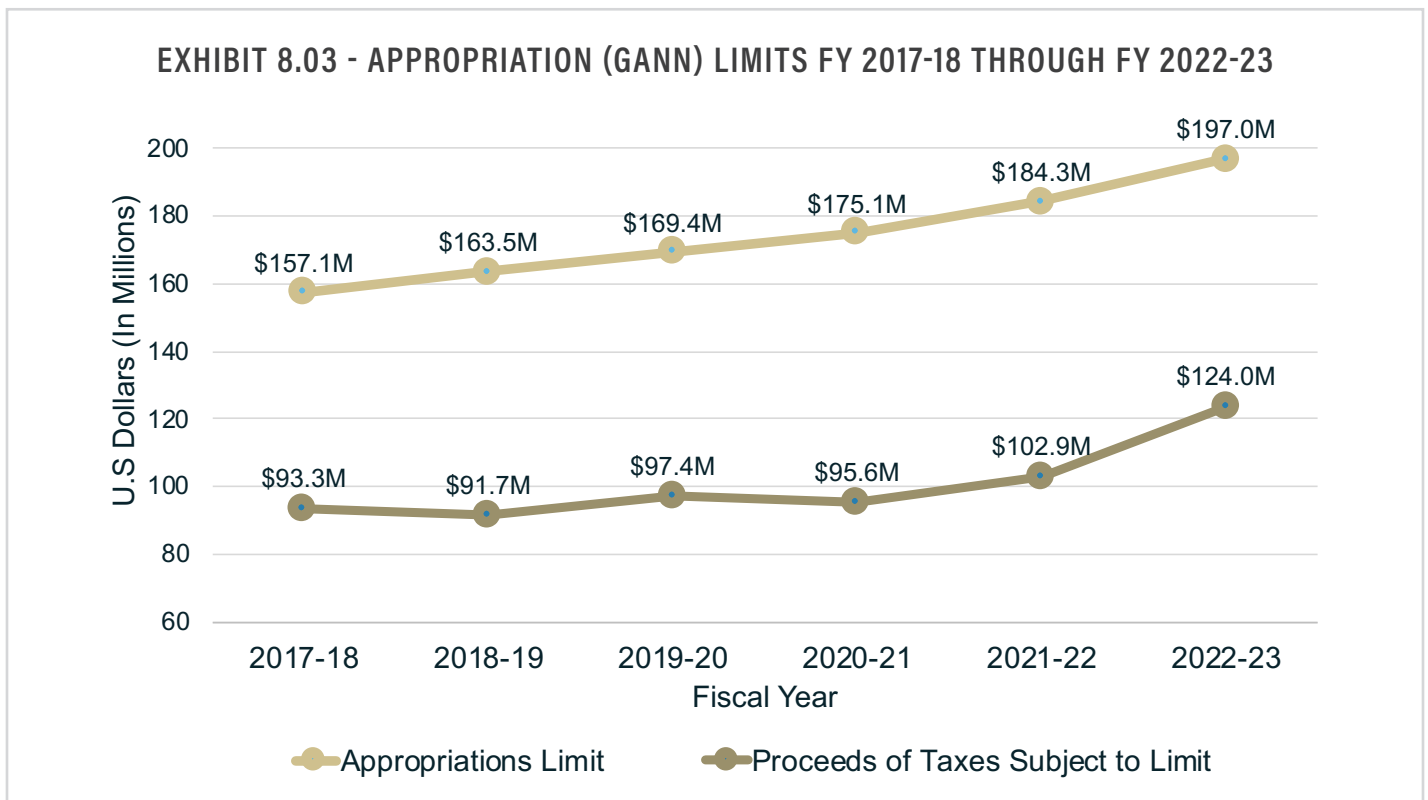
1. Population percentage change x price increase/decrease factor = ratio of change

$$0.9936 \times 1.0755 = 1.0686$$

2. Ratio of change x FY 2021-22 spending limit = FY 2022-23 spending limit:

$$1.0686 \times \$184,313,001 = \$196,956,873$$

Based on the above calculations, the Gann appropriations spending limit for FY 2022-23 is \$196,956,873. This limit applies both to appropriation of tax proceeds and taxes received. The FY 2022-23 Appropriations Subject to the Limitation is \$123,967,050. Revenues and appropriations for FY 2022-23 are well within the Constitutional limits.



APPENDIX D - ACRONYMS

ADA	Americans with Disabilities Act	ISF	Internal Service Fund
ADMIN	Administration	JAG	Justice Assistance Grant
ADU	Accessory Dwelling Unit	MAD	Maintenance Assessment District (Maint. Dist.)
AED	Automated External Defibrillator	MCSD	Montalvo Community Services District
AFR	Annual Financial Report	MGMT	Management
ALS	Advanced Life Support	NPDES	National Pollutant Discharge Elimination System
AMI	Advanced Metering Infrastructure	OSHA	Occupational Safety and Health Administration
ARPA	American Rescue Plan Act of 2021	OTS	Office of Traffic Safety
ASES	After-School Enrichment & Safety	PBID	Property-Based Improvement District
AVL	Automatic Vehicle Location	PC	Planning Commission
CAL	California	PCAP	Pre-construction Assessment Program
CARES Act	Coronavirus Aid, Relief, and Economic Security Act of 2020	PD	Police Department
CARP	Climate Action and Resiliency Plan	PEAK	Program Enrichment for After-School Kids
CDBG	Community Development Block Grant	PH	Phase
CDBG-CV	Community Development Block Grant – CARES Act	PPE	Personal Protective Equipment
CEQA	California Environmental Quality Act	PRCP	Parks, Recreation & Community Partnerships Department
CIP	Capital Improvement Plan	RD	Road
COP	Certificate of Participation	RDA	Redevelopment Agency
CPR	Cardiopulmonary Resuscitation	REV MGMT	Revenue Management
CSMFO	California Society of Municipal Finance Officers	RV	Recreational Vehicle
DRC	Design Review Committee	SET	Special Enforcement Team
DUI	Driving Under the Influence	ST	Street
EAP	Energy Action Plan	STVR	Short Term Vacation Rental
EIR	Environmental Impact Report	TDA	Transportation Development Act
EMPG	Emergency Management Performance Grant	TOT	Transient Occupancy Tax
EMS	Emergency Medical Service	TSF	Transfer
ERP	Enterprise Resource Planning	UCR	Uniform Crime Reports
FBI	Federal Bureau of Investigation	V-GIS	Geographic Information System
FEMA	Federal Emergency Management Agency	VCMC	Ventura County Medical Center
FLSA	Fair Labor Standards Act	VOCTBID	Ventura, Oxnard, Camarillo Tourism Business Improvement Business District
FTE	Full-time Equivalent	VTA	Ventura
FY	Fiscal Year	VTMA	Ventura Tourism Marketing District
GAAP	Generally Accepted Accounting Principles	VUSD	Ventura Unified School District
GC	Golf Course	VWP	VenturaWaterPure
GFOA	Government Finance Officers Association	VWRF	Ventura Water Reclamation Facility
HCDA	Housing and Community Development Act of 1974	WEV	Women's Economic Ventures
HOME	Home Investment Partnerships	WQCB	Water Quality Control Board
HPC	Historic Preservation Committee	YTD	Year-to-Date
IHO	Inclusionary Housing Ordinance		

APPENDIX E - GLOSSARY

Accounts Payable – Receipt of goods or services on or before June 30, with a reasonable estimate of cost but not yet paid.

Accounts Receivable – Provision of goods or services from the City to general customers not yet paid and due from customers.

Advertising - The City's advertising expenses include publication of legally required notices and notices of City related programs and events.

Appropriation - A specific act by the City Council to formally dedicate the revenue to support certain expenditures.

Benefits - Employee benefits and benefit savings for employees.

Budget Adoption - On or before June 30, the Council shall adopt by resolution the budget with revisions by an affirmative vote of at least four members of the Council.

Capital Budget - A plan of proposed capital expenditures with the means of financing them. The capital budget is enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget is based on a capital improvement project plan.

Capital Improvement Project - A specific undertaking involving the procurement, construction, or installation of facilities and related equipment which improves, preserves, enhances, or modernizes the City's provision of municipal services, has a useful life of at least five years, and meets the criteria of a capital improvement project.

Capital Improvement Project Funds - These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities, as approved in the six-year Capital Improvement Plan.

Capital Improvement Plan (CIP) – An annually prepared summary plan and list of capital improvement projects proposed during the next six fiscal years such as street or park improvements, building construction, and various kinds of major facility maintenance.

Capital Outlay – Land or equipment (i.e., personal computers, vehicles, photocopiers, pumps, etc.) purchases having a useful life of five years or more and costing \$10,000 or more.

Categorical Grant – A grant issued by the United States Congress and spent for a narrowly defined purpose. Can be awarded directly or passed through from another governmental entity. Categorical grants are the main source of federal aid to State and local governments.

CIP Carryover - The remaining value of the capital projects approved by Council in a prior fiscal year, and started but not yet completed.

City Charter Requirements - The City Charter requires the City to operate on a fiscal year beginning on the first day of July of each year, and end on the thirtieth day of June the following year. On or before the first day of May of each year, the City Manager shall submit to the Council a proposed budget for the next fiscal year. The budget shall provide a complete financial plan of all City funds and activities for the next fiscal year, and the total of proposed expenditures shall not exceed the total of estimated revenue. The budget must be adopted through ordinance by the City Council on before June 30th of each year.

In organizing the budget, the Manager shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object.

The budget shall:

- Begin with a clear general summary of its contents.
- Show in detail all estimated revenue, indicating the proposed property tax levy.
- Show all proposed expenditures (appropriations), including debt service for the next fiscal year detailed by offices, departments, and agencies in terms of their respective work programs, and the method of financing such expenditures.
- Show proposed capital improvement expenditures during the next fiscal year, detailed by offices, departments, and agencies when practicable, and the proposed method of financing each such capital improvement expenditure.
- Be so arranged as to show comparative figures for actual, estimated revenue, and expenditures of the current fiscal year, and actual revenue and expenditures of the preceding fiscal year.
- Show anticipated net surplus or deficit for the next fiscal year of each utility owned or operated by the City, and the proposed method of its disposition.

APPENDIX E - GLOSSARY (CONTINUED)

Communication - Communication services include expenses for:

- Telephones
- Internet
- Mobile Telephones
- Network Access Charges

Computer Replacement - This represents the estimated replacement value of existing personal computer equipment. The City management is committed to keeping a level playing field for computer technology and has designated funds to support the computer infrastructure.

Contingencies - Funding set aside for unanticipated needs that may occur.

Contracts Payable - Contract work completed as of June 30, has a reasonably estimated value but has not yet been paid (generally major construction work).

Contributions - Contributions that are City Council approved or legally mandated:

- Contributions to Others - social service agencies, special events promotions and cultural programs.

Debt Financing - Issuance of bonds and other debt instruments to finance municipal improvements and services.

Debt Service - Debt service refers to the interest and principal payments on bond issuances, Certificates of Participation, and other long-term debt. This includes the associated issuance costs.

Encumbrances - Funds that have been placed aside for a finalized requisition. When a requisition is processed for purchase of supplies, services and/or construction, funds are reserved for that particular transaction.

Enterprise Funds - Enterprise Funds are a type of proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprises. These funds are used where the intent of Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis, be financed or recovered primarily through user charges.

Expenditures - Decreases in fund financial resources.

Fiduciary Funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the Government-Wide Financial Statements because the resources of those funds are not available to support City programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The City maintains two different types of fiduciary funds, the Redevelopment Successor Agency Private Purpose Trust Fund and the Property Based Improvement District Agency Fund. The private purpose trust fund is used to account for the winding down of the former Redevelopment Agency. The agency fund is used to account for the funds held in trust by the City as collected from property assessments to be used specifically for improvements and maintenance of the downtown improvement district.

Fund Financial Statements - The City separates financial activities into funds to maintain control over resources that have been legally separated by an external authority or by the City Council. All City funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

General Fund - The General Fund is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is the primary operating fund for the day-to-day operations of the City.

Governmental Funds - Governmental funds are used to report essentially the same functions as reported as governmental activities in the Government-Wide Financial Statements. However, unlike the Government-Wide Financial Statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Fund financial statements are prepared on the modified accrual basis of accounting. This basis of accounting means that revenues are recognized when they become measurable and available, and expenditures are recognized when the related fund liability is incurred, except for long-term debt and similar long-term items which are recorded when due. Therefore, the focus of the governmental fund financial statements is on near-term inflows and outflows of spendable resources as well as on the balance of spendable resources available at the end of the fiscal year.

APPENDIX E - GLOSSARY (CONTINUED)

Grants - Money or other assets from another entity (typically a governmental agency) to be used or expended for a specified purpose, activity, or facility.

Improvement - Improvements may be one of the following:

- Real property acquisition or new construction.
- Any alteration, renovation, addition, or betterment which extends the design life or alters/upgrades the function of a structure.
- Alteration means any modification of existing space (buildings, structures or other facilities) that changes the use as to function, layout, capacity, or quality.
- Betterment means any modification that increases the designed level of services or life expectancy of a facility or other State infrastructure.
- Fixed and movable equipment needed for initial occupancy of a new facility or space, but only if the new facility is not replacing an existing facility.

Internal Service Funds are a type of proprietary fund used by the City to account for its intracity services: information technology services, fleet services, building maintenance services, digital publishing services, workers' compensation, employee fringe benefits, and risk management. Internal Service Funds are combined into a single, aggregated presentation in the Individual Fund Summaries section.

Internal Transfers - Revenue or costs resulting from a transfer of monies from one City fund (i.e., General Fund), to another City fund (i.e., Debt Service).

Investment Loss - Represents the difference between cost and market values on certain investments. The City considers this a temporary decline in value and plans to hold all investment securities to maturity or until market value exceeds cost, and does not anticipate any loss on investments. To comply with reformed investment guidelines as promulgated by the State of California, the City is obligated to record this potential loss.

Long-term Revenue Strategy - A policy adopted by the City Council in 1997 which provides for a multi-faceted effort to maintain and expand City revenues over time, by fostering business growth, living wage jobs, and cost-effective operations.

Maintenance - Capital - A maintenance project that exceeds \$250,000 and requires multiple fiscal years for completion.

Maintenance - Operations - May be one of the following:

- Repairs and maintenance, which are intended to keep equipment, systems, and facilities functional at designed levels of services and life expectancy.
- Movable equipment for new employees or new programs that are not part of a capital outlay project.
- Replacement equipment items (regardless of amount).
- Repair projects, including special repairs, not connected with a construction or improvement project. Examples of special repair projects include repainting, re-roofing, electrical re-wiring, plumbing repairs, replacing old equipment items.

Non-Operating Expenses - City non-operating expenses relate to taxes and accounting adjustments (i.e., loss on inventory, sale of assets, depreciation, bad debt, etc.).

Office Supplies - Consumable office supplies and periodicals, maps, and pamphlets.

Operating Supplies - Miscellaneous consumable equipment, tools, and supplies not related to administrative operations.

Operating Utilities - Utility expenses for City facilities and operations include:

- Gas
- Electric
- Water
- Sewer
- Waste disposal

Other Agencies Revenues -

- State shared revenues
- State allocated motor vehicle license
- State and federal grants

Other Operating Expenses - Miscellaneous operating expenses not related to consumable materials.

APPENDIX E - GLOSSARY (CONTINUED)

Other Revenue -

- Miscellaneous recoverable
- Rent control administration fee
- Special assessments
- Late payment penalties
- Contributions

Other Taxes -

- Franchise tax
- Business license
- Real property
- Transaction and use tax
- Transient occupancy tax (TOT)
- Pari-mutuel wagering
- Cardroom tax

Overtime - Overtime payment for regular employees which include: call-backs, fire suppression, police administrative/ investigation, fire prevention for July 4th festivities, police court time, police and fire training, hazardous material incident callout, paramedic callout, police firearms, etc.

"Pay-As-You-Go" - Concept of paying for capital projects when the initial cost is incurred, rather than over time through the use of debt financing.

"Pay-As-You-Use" - Concept of debt financing enables the public entity to spread the cost of a capital project over time, as the project is being utilized.

Petty Cash - Petty cash is a small amount of discretionary funds, in the form of cash, used for expenditures where it isn't sensible or practicable to make disbursement by check. Petty cash is reserved and not available for budgeting purposes.

Prepaid Expenses - Amounts paid for services before they are incurred, such as prepaid travel or prepaid insurance.

Professional Services - Professional services are generally described in the following service areas:

- Auditing
- Management Consulting
- Engineering and Architectural
- Legal
- Medical Treatment for Workers' Compensation
- Employee (Applicant) Medical Examinations
- Seismic Technical Assistance
- Laboratory Services

Proprietary Funds - Proprietary funds are used to account for services provided to external customers or other City departments and funds that are primarily funded from user fees and charges. Proprietary funds use the accrual basis of accounting and measure the balance and change in total economic resources. Accordingly, balance sheets of proprietary funds include all assets and liabilities, including long-term receivables, capital assets, and long-term liabilities.

Repair and Maintenance - This area includes repairs and maintenance on property such as:

- Land, buildings, or structures
- Improvements other than buildings
- Equipment and commercial equipment
- Traffic signal and lighting
- Irrigation
- Equipment service vehicles
- San Jon Building Maintenance (City Yard)
- Building Maintenance Area (City Yard)
- Parks
- Street tree planting
- Computer hardware and software
- Other

Rentals - Rental expenses include rentals for:

- Land
- Buildings or structures
- Machinery and equipment

APPENDIX E - GLOSSARY (CONTINUED)

Reserves - Reserve for future projects – major acquisitions, major projects, CIP, etc.

Salaries – Regular costs to compensate full-time, part-time, and temporary employees for their efforts providing City services.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Use of Property and Money -

- Interest earnings on reserves/fund balance
- Rental income
- Sale of City properties and/or equipment

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CITY OF VENTURA, CALIFORNIA
ADOPTED BUDGET
FY 2022-23

CITY OF
VENTURA
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